



MOHF Full Grant Proposal Requirements

- ☐ The Full Grant Proposal Application requires the following information/documents and should be submitted electronically as a single pdf document as well as ten hard copies.
- ☐ **Part 1. [Summary Application Form](#)** Must include applicant signature and the financial section must align with the [Budget Form](#) (*link found on MOHF Website*). (*Leave unstapled from package*)
- ☐ **Part 2: Grant Proposal Application** The document should be no more than 5 pages (not including supporting documents (budget, partnership & support letters, maps, photos, etc). The hard copy should be stapled in the upper left hand corner and not be placed in a binder of any kind. Included should be the following information:
 - ☐ **1. Project Identification** - Project Coordinator Name & Organization, Agency Sponsoring and Project Title.
 - ☐ **2. Funding Category Identification** - Identify the fund distribution category as described in the [MOHF Strategic Plan](#) and explain how the project best fits the category. **(Choose One Category)**. "The Board has the authority to move projects into a different category where deemed appropriate."
 - ☐ **3. Detailed Project Description and Background** - Detailed description of the project and a brief description of the project's background.
 - ☐ **4. Project Need** - Describe the organizational, outdoor heritage, and environmental need for the project.
 - ☐ **5. Project Urgency** - Describe the urgency of the project in terms of the timing and funding.
 - ☐ **6. Project Objectives** - List the project objectives and describe how they will be accomplished.
 - ☐ **7. Project Outcome** - Describe the output/outcome of the project and how it will be measured.
 - ☐ **8. Project Timeline** - Provide a timeline of the project's activities.
 - ☐ **9. Communication Plans & Target Audience** – Describe plans for communicating the results of the project and how the organization will acknowledge MOHF's role in supporting the project. Refer to [Grant Awardee Funding & Reporting Requirements](#) for additional communications suggestions.
 - ☐ **10. Key Personnel** - Identify key personnel and a brief description of their background and role in the project.
 - ☐ **11. Climate Change Adaptations (If Applicable)** – Describe how the project contributes to strategies, action areas and/or outcomes outlined in the [Climate Action Plan](#) and also found in the [Implementation Table for Climate Plan](#). Other Resources can be found at the [Maine Climate Council](#).
- ☐ **Attachments:**
 - ☐ **12. [Budget Form](#)** (*link found on MOHF Website*) must be filled out and attached to the grant proposal. A Budget narrative section may be included in the full proposal. The following links may be helpful in identifying rates for in-kind services: <https://www.gsa.gov/travel/plan-and-book>, <https://www.gsa.gov/buying-selling/products-services>, <https://independentsector.org/news-post/independent-sector-releases-new-value-of-volunteer-time-of-28-54-per-hour>
 - ☐ **13. Partnership Letters of Understanding – (If Applicable)** Letters of understanding from partners identifying their role and commitment in the project.
 - ☐ **14. Optional Other Supporting Documents (If Applicable):**
 - ☐ Letters of support
 - ☐ Maps, Photographs, Diagrams
 - ☐ Other documentation that might be useful in describing the project.