



## **MOHF Grant Process – Quick Step Guide**

### **Step 1: Review Documents**

Review [MOHF webpage](#) for all application information.

### **Step 2: Draft Preliminary Summary Application Form**

Draft Preliminary [Summary Application Form](#).

### **Step 3: Request Sponsorship**

Email Authorized Natural Resource Agency Representative (listed below) the **Preliminary [Summary Application Form](#)** by **Jan 15** (spring) & **Jul 15** (fall) requesting sponsorship approval.

#### **MOHF Authorized Natural Resource Agency Sponsor List:**

- Baxter State Park Authority – [Kevin Adam](#) 207-723-9616 x 052
- ME Dept. of Agriculture, Conservation & Forestry - [Tom Gordon](#) 207-287-4986
- ME Dept. of Environmental Protection – [Wendy Garland](#) 207-615-2451
- ME Dept. of Inland Fisheries & Wildlife – [Alison Truesdale](#) 207-592-1525
- ME Dept. of Marine Resources – [Amanda Webb](#) 207-624-6556
- Saco River Corridor Commission – [Cheri Dunning](#) 207-625-8123
- Saint Croix International Waterway Commission – [Neal Berry](#) 207-952-9069
- Soil & Water Conservation Dist. - [Carol Weymouth](#) 207-852-8184
- Wells National Estuarine Research Reserve - [Paul Dest](#) 207-646-1555

### **Step 4: Prepare & Submit Full Application**

After receiving sponsorship approval from the Authorized Natural Resource Agency Representative, prepare full application while following [Full Grant Proposal Requirements](#). Submit 10 copies of full application package by **Feb 20** (spring) & **Aug 20** (fall). Contact [MOHF Secretariat](#) with questions.

### **Step 5: Attend MOHF Board Meeting**

Applicants are encouraged to attend the MOHF Board meeting where applications will be reviewed and selected. Dates will be posted on the [MOHF website](#) and notices will be emailed.

### **Step 6: Receive Award Notification**

Applicants will receive notification of Board decision from [MOHF Secretariat](#).

### **Step 7: Follow Award Reporting Requirements**

Awardees must follow [Grant Awardee Funding and Reporting Requirements](#).