



Online Grant Application Instructions

Before You Begin

1. Visit www.maineef.org/grantapp.aspx. Review the instructions and gather the information you will need.

Getting Started

After you have gathered the necessary information, click **Begin Application**. This will open a new browser window for the community foundation's online grant system:

A screenshot of the online grant system interface. At the top left is the Maine Community Foundation logo. Below it is a blue header bar with the text "GDG Grant Management - Maine CF". The main content area has a white background with a blue border. It features a heading "Welcome to the Maine Community Foundation's Online Grant System". Below the heading are two options: "Register" with a document and gear icon and a "Sign Up!" link, and "Already Registered" with a magnifying glass icon and a "Login" button. There are also input fields for "Username:" and "Password:" and a "Forgot Username or Password" link. At the bottom, it says "Powered by QuickBase" on the left and "Powered by Good Done Great" on the right.

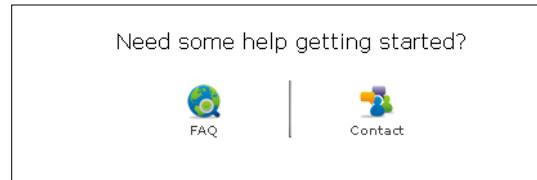
If you have never used the Maine Community Foundation's online grant application system, click the **Sign Up** link. If you have already created an agency profile, enter your username and password and click **Login**.

If you have forgotten your username or password, click **Forgot Username or Password**, and you will be able to retrieve your user information.

The Maine Community Foundation Online Grant Application is Powered By



The printable FAQ at the bottom of the login page will walk you through the registration and application process. If you need further assistance, please contact Amy Pollien by email at apollien@mainecf.org, or by phone, toll-free, at 877-700-6800, ext. 1109.



Having Trouble?

If you are having problems accessing or filling out the online grant application, please make sure you are using one of the following web browsers:

- Mozilla Firefox on any platform
- Safari on Mac OS X 10.4 "Tiger" or newer (Some applicants have had success with older versions of Safari, but these are not officially supported)
- Internet Explorer 5 or above on Windows

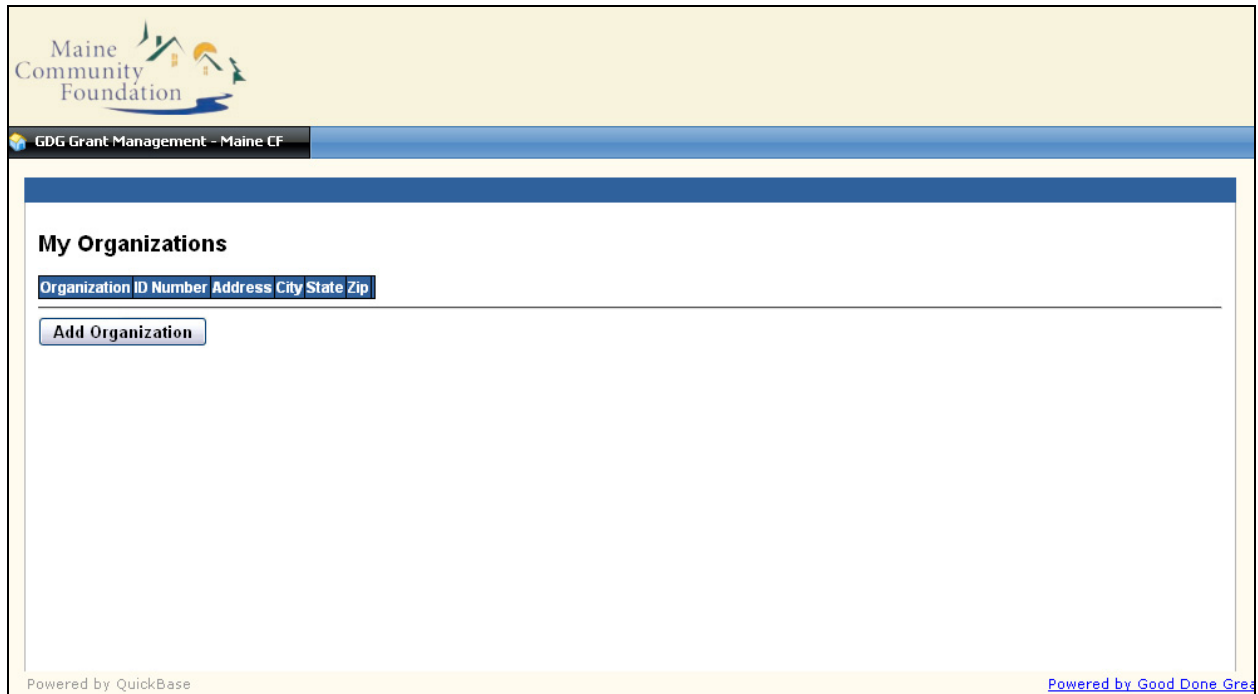
Regardless of the browser you use, you will need to ensure that:

- Javascript is enabled
- Your browser is accepting cookies
- Your browser will allow pop-up windows. You may need to disable pop-up blocking or change your pop-up blocker settings to allow the online application website to open pop-up windows.

Check your browser's Help section if you need more information on how to change any of these settings.

Setting up Your Profile

Once you have registered, you will be taken to the **My Organizations** page.



If you are entering a new organization, click **Add Organization**.

If you already have an organization profile, you will see a link to that organization. Click the link to that organization. If the organization for which you are writing a grant is not the one shown in this list, click Add Organization instead.

My Organizations

Organization	ID Number	Address	City	State	Zip	
My Organization	01-01234567	15 Anywhere Street	East Overshoe	Maine	00000	Delete

Once you have completed this step, you will be taken to the **Add/Update Organization** page. Fill out the information. *Note fields marked with a red asterisk (*) are required. You must fill out this information before you can move on to the next section.*

Logout

Organization
Complete the following to add your organization's information.

Add/Update Organization

Add a new organization or **Update** your organization's information (shown above) here. If you are a fiscally sponsored organization, please indicate by checking the box below.

* **Organization Legal Name**

Organization EIN *
 ?

* **Organization Street**

* **Organization City**

* **Organization State**

* **Organization Zipcode**

Please select the county that your organization (or organizations head office) is located in: *

Organization Information Complete:

Please click on **Share with a Colleague** to invite colleagues to access this organization profile and associated applications.

[Share with a Colleague](#)

	Confirmed Organization Legal Name	Enter Email	email
NEW! EDIT VIEW	Your Organization	youremail@yourorg.org	youremail@yourorg.org

Powered by QuickBase

When you have completed this part of your profile, your screen should look like the image to the right.

If you need to add another mailing address, click the **Add Mailing Address** checkbox. If your organization has a fiscal sponsor, click the **Do You Have a Fiscal Sponsor?** checkbox.

Add/Update Organization

Add a new organization or **Update** your organization's information (shown above) here. If you are a fiscally sponsored organization, please indicate by checking the box below.

* **Organization Legal Name**

Organization EIN *
 ?

* **Organization Street**

* **Organization City**

* **Organization State**

* **Organization Zipcode**

Please select the county that your organization (or organizations head office) is located in: *

Add Mailing Address **Do you have a fiscal sponsor?**

Organization Information Complete:

Enter the information about your fiscal sponsor (if applicable), then go on to enter the contact information. Click the **Save** icon when you are finished.

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Organization Information

If you are doing business under a different name, please indicate here.

* Current Operating Budget

Executive Director/President/CEO

Salutation

* First Name * Last Name

* Organization Phone Organization Website

Grant Contact

Salutation

* First Name * Last Name

* Contact Phone Fax Number

Save

If you have not begun an application, choose your grant program from the pull-down menu and click **Add Application**. *Note: As soon as you make your selection, you will be taken to the beginning of the grant application.*

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Grants

You can either begin a new application by clicking "Add Application", or edit any applications you have already started. If the grant requires a Letter of Intent, please click on

Please select the grant you wish to apply for

Make a Selection...
Make a Selection...
Community Building Program (The County Funds)

Applications

No applications found

Please click on **Share with a Colleague** to invite colleagues to access this organization profile and associated applications.

Share with a Colleague

	Confirmed Organization Legal Name	Enter Email	email
NEW! EDIT VIEW	Your Organization	youremail@yourorg.org	youremail@yourorg.org

If you have begun an application, you will see a link to it in the Applications box. You may click on the link to continue your work.

You have the option of allowing other people to access your organization's Good Done Great profile and associated grant applications. To do so, click **Share With A Colleague**.

If you do not wish to complete the Share With a Colleague section, you do not need to do so. Simply proceed to the application.

If you wish to share your Good Done Great profile with a colleague, here's how:

On the next page, select your organization from the pull-down menu, fill in the other person's email address, and assign them a username and password. Click **Save** if this is the only user you want to add. Click **Save and Add Another** if you want to add more people. Click **Cancel** if you decide you don't want to add another person to your agency profile. Do not press the Back button on your browser navigation bar.

The screenshot shows a web application interface for the Maine Community Foundation. The page title is "GDG Grant Management - Maine EF". The main heading is "My Organizations" with a sub-heading "Add My Organization". At the top, there are buttons for "SAVE", "SAVE & ADD ANOTHER", and "CANCEL". Below this, there is a dropdown menu for "Confirmed Organization Legal Name" with "Organization #145" selected. Underneath, there is a section titled "Organizations" with a sub-heading "Add Agency". This section contains a table with columns for "Confirmed...", "Confirmed...", "Organization...", "Organization...", "Confirmed...", and several columns with tilde symbols (~D..., ~D..., ~D..., Add..., ~F..., ~F...). Below the table, it says "No organizations found" and there is a search bar. At the bottom of the form, there are input fields for "email", "Enter Email", "email", "email - password", and "email - username". At the very bottom, there are buttons for "SAVE", "SAVE & ADD ANOTHER", and "CANCEL".

Filling Out Your Application

This is the first page you will see. It essentially repeats the information you saw at the Maine Community Foundation website. You can also download a list of questions from the grant application narrative and an organizational budget form.

Notice that you can also log out or return to your organization's profile.

Click the checkbox once you are ready to begin your application.

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[Logout - Return to Organization Profile](#)

Before you begin...

To complete this application, you will need the following information:

- a brief description of your organization, including its mission and start date
- Financial information about your organization including the start and end date of your last fiscal year, your annual operating budget, total revenues, expenses, assets and liabilities.
- a brief description of your project
- a detailed project budget including a list of expenses and other sources of funding

You will also need the following information during the application process:

- List of key project personnel including a brief description of their roles and qualifications
- List of your organization's board of directors or advisory committee, including occupations and city/town of residence
- If you want a list of the narrative questions we ask, click here: [Grant Application Questions](#).
- If you would like a copy of the organizational budget information we ask for, click here: [Organization Budget Form](#).

If you are ready to begin the application, click here to continue.

If you have applied for a Maine Community Foundation grant within the last couple of years, you will notice that the content of the online application is very similar to the paper application.

You will be limited to a total of 10,000 characters (letters, numbers, spaces, and punctuation marks) – the equivalent of the paper application limit of two typewritten pages – for the **Organization and Project Descriptions** section.

We encourage you to click the Save icon wherever it appears, especially if you're in a location where the power flickers frequently or your internet connection is "iffy." *Note: Clicking the Save icon will bring you back to the beginning of the grant application page; simply scroll back down to where you left off and continue your work.*

In the **Organization Financial Information** section, provide the budget information for the most recently completed fiscal or financial year. You should be able to find this information on your most recent IRS Form 990 or in an organizational budget from the most recently completed year.

The totals for each set of figures – revenue, expenses, assets, and liabilities – will calculate automatically as you enter the information.

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Organization Financial Information

Please provide information from the most recently completed fiscal or financial year. If your organization is new this year, please estimate the current fiscal years information.

Schools and Municipalities do not need to fill out this section.

If you would like to download a copy of this form for your reference, click here: [Organization Budget Form](#).

<p>Start of Fiscal year: <input type="text"/> </p> <p>Total Operating Budget for fiscal year: <input type="text"/></p> <p>Revenue</p> <p>Individual and Business Contributions: <input type="text"/></p> <p>Foundation Contributions: <input type="text"/></p> <p>Government Contributions: <input type="text"/></p> <p>United Way Contributions: <input type="text"/></p> <p>Maineshare Contribution: <input type="text"/></p> <p>Interest and Dividends: <input type="text"/></p> <p>Endowment Income (If any): <input type="text"/></p> <p>Other Revenue: <input type="text"/></p> <p>Please specify other: <input type="text"/></p> <p>Total Revenue: \$0.00</p>	<p>End of Fiscal Year: <input type="text"/> </p> <p>Expenses</p> <p>For Programming: <input type="text"/></p> <p>For Administration: <input type="text"/></p> <p>For Fundraising: <input type="text"/></p> <p>Other Expenses: <input type="text"/></p> <p>Specify Other: <input type="text"/></p> <p>Total Expenses: \$0.00</p> <p>Revenue Minus Expenses: \$0.00</p>
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If your expenses exceeded revenues for the last fiscal year, please explain how this shortfall was financed:

<p>Assets</p> <p>Cash: <input type="text"/></p> <p>Securities and Investments: <input type="text"/></p> <p>Property and Equipment: <input type="text"/></p> <p>Accounts Receivable: <input type="text"/></p> <p>Other Assets: <input type="text"/></p> <p>Specify Other: <input type="text"/></p> <p>Total Assets: \$0.00</p>	<p>Liabilities</p> <p>Current Liabilities: <input type="text"/></p> <p>Long Term Liabilities: <input type="text"/></p> <p>Total Liabilities: \$0.00</p> <p>Total Net Assets: \$0.00</p> <p>Liabilities and Net Assets: \$0.00</p>
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Restricted Assets or Revenue

These represent resources whose use is limited by the donor or the source to a specific purpose within the organization or resources that are to be maintained by the organization in perpetuity. Please indicate the amount and purpose of any restricted revenue and/or assets.

Amount of Restricted Assets:

Purpose of Restricted Assets:

Amount of Restricted Revenue:

Purpose of Restricted Revenue:

Save

In the **Project Funding** section, list all of the funding sources you have identified for your project.

In the Status drop-down menu for each funding source, select **Secured** if you have received an award letter. Select **Pending** if you have submitted an application but have not been notified whether you received a grant. Select **Not Yet Secured** if you have not yet applied for funding from this source.

You will be able to enter as many funding sources as you need. More lines will become visible after you have filled in the first three rows.

In the **Project Expenses** section, list the services and items that make up your project and how much you plan to spend on each one.

Each line item allows you to itemize how much you are requesting from the Maine Community Foundation and how much will come from other sources of funding.

You will be able to enter as many expense items as you need. More lines will become visible after you have filled in the first three rows.

If there is any additional information about your budget that did not fit elsewhere in this form, share it in the **Additional Budget Information** box.

In the **Board Members or Advisory Committee** section, insert a list of the people on your organization's governing board, along with their occupation and city or town of residence. You may copy and paste this from an existing document or type the information directly into the text box.

In the **Key Personnel** section, list the roles, responsibilities, and qualifications of the key personnel, and include a description of their specific role with this project. You may copy and paste this from an existing document or type the information directly into the text box.

If you need to upload documents such as a fiscal sponsorship agreement form, letter(s) of agreement from other organizations or schools, or correspondence from town or city officials, use the **Additional Information** section to upload digital versions of these documents.

If you do not have electronic versions of the required documents, please check the boxes below each item you plan to send by postal mail, download the cover sheet, and send it and the documents to:

Applications
Maine Community Foundation
245 Main Street
Ellsworth, ME 04605

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Board Members and Key Personnel

Board Members or Advisory Committee
List all of the members of the governing body of your organization (board or advisory committee), and include each member's occupation and city/town of residence.

Key Personnel
List the roles, responsibilities and qualifications of the key project personnel, and include a description of their specific role with this project. If you are applying for capacity building support, list key organization personnel, their roles, responsibilities and qualifications

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Additional Information

If you have additional materials to upload alongside your application, you may do so here. If you do not have electronic versions of these materials, please download [this cover sheet](#) and mail these materials to the Maine Community Foundation.

The additional materials needed by the foundation include:

- If you are not a recognized 501(c)(3) tax-exempt public charity and you are applying with a fiscal sponsor, please provide MaineCF's Fiscal Sponsorship Agreement Form completed and signed by an authorized representative of each entity.

If your project:

- proposes work with a school, a letter of agreement from a school representative is required, or
- is a collaborative project with an organization other than a school, letters of agreement from participating organizations that explain their level of involvement are required

If your organization is:

- A public school or school district: include a letter from principal or superintendent agreeing to accept MaineCF grant funds for your project
- A municipal library: include a letter from the Town or City Manager confirming your organization's municipal status (Note that libraries with separate 501(c)(3) tax-exempt public charity status do not need this letter.)
- A town/city or government/municipal agency: include a letter from the head of agency agreeing to accept MaineCF grant funds for your project

Upload Delete

Upload Delete

Upload Delete

Upload Delete

Upload Delete

I will be mailing:

A completed fiscal sponsor form:

A letter or letters of agreement or an MOU

A letter or letters of collaboration

A letter from a school or municipality agreeing to accept funds on our behalf

Save

If you still need to complete any parts of the application before you submit it, this information will be listed under **Missing Items**, just below the Additional Information section.

MISSING ITEMS

Missing:

Your application is still missing the above items. You will need to complete the missing fields or attach the required documents before you can submit this application.

When your application has been completed, fill out the **Electronic Signature** form. In the pull-down menu, select Yes if you want the Maine Community Foundation to share your application with other potential funding sources. Select No if you would prefer us not to do so.

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Electronic Signature

By checking the boxes below, the applicant and the fiscal sponsor (if applicable) hereby indicate(s) agreement with the following terms and conditions:

- The information contained in this application and in any attachments is true and correct to the best of your knowledge.
- Your organization is a nonprofit, 501(c)(3) federal tax-exempt organization, public school, public organization working for the State of Maine, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior or has a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or public organization.
- Any funds received as a result of this application will be used only for the purpose specified in the award letter. No part of any grant will be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award will be granted to any secondary grantee without the express permission of the Maine Community Foundation.
- Any funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501(c)(3) of the Internal Revenue Code.
- Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the Maine Community Foundation, or a written request for an extension of time will be submitted to the foundation for approval. An evaluation report will be submitted upon completion of your project or by the due date specified in the grant award letter.
- Should this proposal not be funded by this MaineCF grants program, the organization authorizes MaineCF to share this proposal in its entirety with other potential funding sources at its discretion.

By typing my name in the following space, I certify that I am an authorized representative of the charitable organization named in this application. I further certify that this application is submitted with the full knowledge and consent of the organization's Board of Directors or other governing body.

When you have typed your name in the available space, the Confirm and Submit section will appear. When you are ready, click the **Ready to Submit?** checkbox and then click the Submit button.

Confirm and Submit

Congratulations!
You have completed all the required information for this Grant. Once you are satisfied with your application, you can check the "Ready to Submit" checkbox and then hit the Submit button. Your application will be submitted to the Foundation.

Ready to Submit?

After hitting the submit button, you will be taken to a screen with a summary of you application, which you may print for your records. Thank you for applying to the Maine Community Foundation.

You will now have an opportunity to print, save, or edit your application. You may continue to edit your application until the deadline for that grant program.

Frequently Asked Questions

I have a dial-up internet connection. Will I be able to use the online application?

Yes. The online application is designed to work well at any connection speed.

I've already completed a paper version of the application. Do I have to fill out the online application instead of sending you the paper version?

If you can use the online application, we'd prefer that you do. You don't have to start all over again – you can copy and paste all of the information from your paper application into the appropriate places in the online application. We think you'll actually find the online application easier to complete than the paper version, and you'll be able to edit your application right up until the day of the deadline.

The online grant application is acting really weird. What's going on?

The online grant application has been tested in all modern web browsers, but if you haven't upgraded your browser in a while, this might be the problem. It works fine for:

- Mozilla Firefox on any platform
- Safari on Mac OS X 10.4 "Tiger" or newer (Some applicants have had success with older versions of Safari, but these are not officially supported)
- Internet Explorer 5 or above on Windows
- Google Chrome for Windows

I click on the link to the application and nothing happens. What's going on?

You might need to adjust your browser's pop-up blocker. Here's how:

- Internet Explorer
 - Go to: Tools - Popup Blocker Settings
 - Enter the name of the site: www.quickbase.com
 - Click "Add"
- Chrome
 - In the URL bar at the top, there will be a document icon with a red X on it
 - Click the Popup Blocker icon, and click on the Grant Application link
 - Click "Done"
- Firefox
 - If you have the Adblock Plus extension installed, click on the Adblock Plus icon in the top right-hand corner of your browser window (it looks like a Stop sign)
 - Select "Disable on Quickbase.com" from the menu that appears.

I don't have electronic versions of my collaboration letters or other documents I need to upload so my proposal is complete. What do I do?

Fill out the check boxes in the Additional Information section of the application, download the Grant Upload Cover Form (accessible through the online application and on the Grant-Related Documents page of the Maine Community Foundation website) and mail the documents and the cover form to Applications, Maine Community Foundation, 245 Main Street, Ellsworth, ME 04605.

I've tried everything and I just can't get the online grant application to work. What can I do?

We've tested the online application as thoroughly as possible, but we know some people will be unable to get the application to work. We don't want to keep those people from being able to apply for grants. You can download the paper version of the application from the Grant-Related Documents page of the Maine Community Foundation website.