Community Building grant applications must be submitted online.

This document lists the questions that are on the Community Building grant application. We have created it to help applicants review the questions and draft their applications. Please note that there is a 150 word maximum limit on most questions. To apply for a Community Building grant please go to our Online Grant Application portal, at www.maineCF.org and click the “Log In” button at the top of the page or click here: https://maine-grants.fluidreview.com/

<table>
<thead>
<tr>
<th>Amount Requested from MaineCF</th>
<th>Total Project Budget</th>
</tr>
</thead>
</table>

**Type of Request - Please chose ONE option**

**Project Support** is for:
- New Projects that are no more than 2 years old (no more than 2 years old and may include a year of testing or piloting the program)
- Expanding Projects (serve a new population, new geographic area, or provide new services or content)

**Capacity Building Support** is for activities that will make your organization stronger, more efficient, and/or more successful.

*Examples:*
- New project: to start a new after school leadership program for girls in Silasport
- Expanding project: to offer our senior nutrition and fitness program in 3 new towns
- Capacity Building: to buy and learn to use software to catalogue artifacts

**Issue Area**

If you are applying for capacity building, select up to three of the following areas that best describe the focus of your project or organization.

- Animal-Related
- Arts/Culture/Humanities
- Civil Rights/Advocacy
- Crime/Legal-Related
- Education
- Environment
- Employment
- Food/Agriculture/Nutrition
- Health and Wellness
- Housing/Shelter
- Human Services
- Medical Research
- Mental Health
- Philanthropy/Volunteerism
- Public Safety
- Recreation/Sports
- Science/Technology
- Social Science
- Community Improvement

**Additional Program Information**

Please let us know if your project aligns with any of our strategic goals. Check all the following categories that will be addressed by your project.

*Note: The following is for our internal use only and will not be used to evaluate your proposal.*

- Early childhood: Supporting a strong start for children (age 0-5)
- Access to education: Helping adult learners and nontraditional students
- Racial Equity: Improving access to opportunities for people of color
- Older People: Improving quality of life for people over 60
- Entrepreneurship and innovation: Helping entrepreneurs and innovators thrive
- None of these apply
COMMUNITY BUILDING APPLICATION QUESTIONS

Primary County Served

Identify the ONE county that will most directly benefit from funding requested in this application. Select Statewide, if more than 2 counties will directly benefit from the funding requested in this application.

Note: Your answer will determine which County Committee will review your application.

☐ Androscoggin ☐ Hancock ☐ Oxford ☐ York ☐ Statewide
☐ Aroostook ☐ Kennebec ☐ Penobscot ☐ Washington ☐
☐ Cumberland ☐ Knox ☐ Piscataquis ☐ Somerset ☐
☐ Franklin ☐ Lincoln ☐ Sagadahoc ☐ Waldo ☐

One Sentence Project Description

Describe your proposed project or activity by completing the following sentence in 25 words or less: We request support...

Note: This sentence will be used in our database and in press releases. It works best when it is short and simple.

Example:
to create a training program for volunteers who provide transportation to older adults in...

PROJECT DESCRIPTION

In this section, you will describe the strengths and challenges in your community and how you will address them.

Note: We’ve provided examples of answers to help explain the questions and how to answer them. These are not examples of things that will definitely be funded or things that you must say.

150 words maximum for each answer.

1. Why is this project or activity needed?

Explain the current or future challenge your work will address.

Project Support: Describe the challenge in the community that you hope to address.

Capacity Building Support: Describe the challenge in your organization that you hope to address.

Examples:
Our community needs to develop employment opportunities for young people.
Our organization needs to improve financial planning and tracking.

2. What is the goal of your work?

Describe the point of your project. What are you trying to achieve for your community? This should be just a few sentences that expand on your one sentence description to give us the big picture of your project.

Examples:
We want to build community awareness of the problem. This will help generate creative solutions.
We want to better serve our clients by having more up to date information in our database about them.

3. What specific activities are you planning to do?

List of up to five specific activities you will do in your project or capacity building work.

Examples:
We will have weekly training sessions for youth in our community. These will include....
We will identify new potential donors. We will schedule meetings with each board member to train them to...
COMMUNITY BUILDING APPLICATION QUESTIONS

4. What are the results you want to achieve?
Describe up to three results that you hope to achieve. Try to include specific details whenever possible.

**Examples:**
Participants will be able to describe new ideas for how they can improve their health.
We will identify 30 new prospective donors. We will increase donations by 10% ...

5. How will you know if you are making progress?
Describe how you will keep track of your progress and know if you are reaching the results you described above.

**Examples:**
We will give our participants a fun quiz every week to find out what they learned. We will compare...
We will track how much staff time it takes now and compare it to last year.

6. Who will directly benefit from your work?
Describe the community or people who will be helped most by your project or organization. This includes age, gender or any other important things we should know about these people.

**Project Support:** describe the people directly served by the project

**Capacity Building Support:** describe the people directly served by your organization

**Examples:**
This project will help children (ages 5-8 years) and the high school students who mentor them.
Our organization provides services to women who are in recovery and live in greater Silasport.

7. Will you support or serve any of Maine's underserved communities or groups?
Select all the groups that will be directly served by your project.
- [ ] Older people - 60+ years old
- [ ] People living in remote rural areas
- [ ] People living poverty
- [ ] Racial minority groups
- [ ] Immigrants and Refugees
- [ ] LGBTQAA people
- [ ] No specific population
- [ ] Other, please specify ________________

8. About how many people will benefit from your work?
This is an estimate of the number of people who will participate in your project or are served by your organization.

**Examples:**
We expect 20 people will participate in our volunteer program
Our organization has 1,000 clients.


**COMMUNITY BUILDING APPLICATION QUESTIONS**

**Community Building Criteria**

This section focuses on the Community Building criteria:

- Invest in people by strengthening skills, knowledge, abilities, and/or well-being of community members
- Maximize community strengths and resource by improving access to or the use of community-based resources, including people, organizations, and built and natural environments
- Engage community members by involving those who will benefit in the design, delivery, or evaluation of project activities and goals

150 words maximum for each answer.

9. **How will people benefit from your work?**

Describe how your work will help community members by increasing at least one of the following: skills, knowledge, abilities, health and/or well-being

Examples:

*Our project will improve students’ interview skills.*

*We will improve our community’s health by preserving green spaces which are proven to...*

10. **How will you maximize community strengths and resources?**

Explain how your project or organization:

- Builds or strengthens community resources,
- Makes community resources more accessible, or
- Increases the use of community resources

Note: Community strengths or resources includes people, partnerships, organizations, buildings, and natural environment, etc.

Examples:

*Our mentorship program will increase access to the knowledge and experience of older people.*

*Our organization provides programming to help people enjoy the green spaces in our community.*

11. **How will you involve the people who will benefit from your work?**

Describe how the people served by your work will be involved in design, delivery and/or evaluation.

**Project Support:** Describe how people will be involved in the project

**Capacity Building:** Describe how people are involved in your programs and/or services.

Examples:

*We had meetings with members and designed the program based on their input.*

*We train clients to deliver programs to their peers. All clients will complete evaluations.*

**Project Timing**

Identify the start and end dates of the activities you plan to fund with a MaineCF grant.

Please note that MaineCF grants may not be used for expenses already incurred, and that grants may not be awarded until late May. We advise that proposed grants funded activities start on June 1 at the earliest.

Starting Date (mo/year) ___________ Ending Date (mo/year) ___________

**Amount Requested**

This information is automatically copied from the first page of your application. If you need to change this amount, please change it there.
COMMUNITY BUILDING APPLICATION QUESTIONS

Total Project Budget
This information is also automatically copied from the first page of your application. If you need to change this amount, please change it there.

Budget Description
Describe how you plan to use the grant funds if you receive them.

Important Note: Community Building grants cannot be used for any of the following:
- Ongoing Activities: This includes activities that are part of the organization’s mission, with no clear start or end date, or those that have been implemented for more than two years and are continuing without expansion.
- General Operating Expenses: This includes any expenses related to the daily operation or running of the organization. For example, rent, utilities, office equipment, supplies, insurance, and general salaries for administrative staff or the executive director. While operating expenses may be included as “indirect costs”, they are not eligible as full requests.
- Major Capital Expenses: This includes purchasing assets such as buildings, land, or vehicles.
- Camperships: This includes funding for admission, enrollment, tuition, or other costs related to short-term programs that are primarily recreational or social.
- Endowments, Capital Campaigns, or Annual Appeals

Project Revenues
List all the funding sources you have identified for your project. This includes this MaineCF request, grants from other foundations, in-kind donations (donations of time, goods or services from your organization or others), and earned income (fees for services, or income from sales).

<table>
<thead>
<tr>
<th>Name of Funding Source</th>
<th>Amount</th>
<th>Status (Pending or Secured)</th>
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Project Budget
List the specific items or expenses needed for your project under Expense Items. For each item, list the amount you request from MaineCF in Amount from MaineCF. List the amount you will need from other sources in Amount from Other Sources if that applies.

Important things to consider:
- You must account for all the funding you are requesting from MaineCF with this grant application.
- The Amount Requested from MaineCF and your Total Project Budget must match the amounts you entered on page one of this application.
- You can list up to eight items in the Project Budget. If you have more than eight you can combine like items into categories (example: project materials and supplies or volunteer and staff time)
- Your project budget may include up to 20% of the total amount requested from MaineCF for indirect costs (overhead expenses).
COMMUNITY BUILDING APPLICATION QUESTIONS

- These funds may be used for overhead or operating expenses (ex. rent, utilities, bookkeeping), but you must label this line in your budget as “Indirect” in the Expense Items column. (DO NOT specify how the Indirect funds will be used.)
- Your total request must NOT be more than $10,000 (the maximum Community Building grant).

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Amount from Maine CF</th>
<th>Amount from Other Sources</th>
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Key Project Staff (150 words maximum)

Provide a brief description of the specific roles, responsibilities, and qualifications of key staff for this project. This should be in a short paragraph. Please do not include resumes.

Partnerships and Collaboration (150 words maximum)

List any organizations that you will partner with to make this project successful. Include a brief description of what each partner organization will do in this project. (Example, engage members, provide training, share resources, etc.)

Organization Financial Information

Please note: Public schools and Municipalities do not need to complete this section. All other applicants should refer to your organization’s IRS 990 form, Part I and Part IX for information for this section. A sample Organization Budget Form is available on our webpage to download a copy of this form for your reference.

Please use only numbers, no commas, decimal points, or currency signs, for example: 25000, not $25,000.00

Operating Budget

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

If your organization is exempt from this requirement you may use a placeholder in this field (zeroes or xxx's) and the information will not be included in the application

Fiscal Year Operating Budget

Fiscal Year

This is the dates of the fiscal year for the Operating Budget you listed above.
Example: Start date: July 2018 End date: June 2019

Start date ____________ End Date ______________
# Community Building Application Questions

## Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual and Business Contributions</td>
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<tr>
<td>Foundation Grants</td>
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<tr>
<td>Government Funding</td>
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<tr>
<td>United Way Contributions</td>
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<tr>
<td>Program Income (fees or other forms of earned income)</td>
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<tr>
<td>Interest, Dividends, and Endowment Income</td>
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<tr>
<td>Other Revenue</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

### Other Revenues Explanation

If you listed an amount for "Other Revenues" above, please identify the sources here. (Examples: fees, fines, ticket sales, etc.)

## Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>For Programs</td>
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<tr>
<td>For Management and Administration</td>
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<tr>
<td>For Fundraising</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Other Expenses Explanation

If you listed an amount for "Other Expenses" above, please identify the sources here. (Examples: fees, legal or accounting costs, etc.)

## Total Revenues Minus Total Expenses

**Deficit Explanation**

If your expenses exceeded revenues for the last fiscal year, please explain how this shortfall was financed. *(150 words maximum)*
**COMMUNITY BUILDING APPLICATION QUESTIONS**

### Additional Required Materials

(In the online application system you will be able to upload these items as attachments.)

**Required for all applicants:** List all the members of your organization’s board or advisory committee. Please include each member's occupation and city/town of residence.

**Other documents that may be required:**

Review the following conditions to determine what additional documents are required with your application.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your organization is not a recognized 501(c)(3) tax-exempt public charity and you are applying with a fiscal sponsor</td>
<td>MaineCF’s Fiscal Sponsorship Agreement Form completed and signed by an authorized representative of each entity. The form and frequently asked questions can be found <a href="#">here</a>.</td>
</tr>
<tr>
<td>If you are applying for a project that includes working with in a school</td>
<td>A letter of agreement from a school representative that explains the schools level of involvement</td>
</tr>
<tr>
<td>If you are applying for a project that includes a partnership with another organization (other than a school)</td>
<td>A letter of agreement from the partner organization that explains their level of involvement.</td>
</tr>
<tr>
<td>If your organization is a public school or school district</td>
<td>A letter from the principal or superintendent agreeing to accept MaineCF grant funds for your project</td>
</tr>
<tr>
<td>A municipal library</td>
<td>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.)</td>
</tr>
<tr>
<td>A town/city or government/municipal agency</td>
<td>A letter from the head of agency agreeing to accept MaineCF grant funds for your project</td>
</tr>
</tbody>
</table>

If you do not have electronic versions of these materials, please download this [Cover Sheet](#) and mail these materials to the Maine Community Foundation.

**Please DO NOT INCLUDE:**

- Audited financials or 990 forms
- 501c3 letters of determination
- Annual Reports
- General letters of support

**This is the end of the application. You will be asked to agree to our terms and conditions and digitally sign your application.**