Community Building Grant Program 2022
Frequently Asked Questions
Updated: 12/1/21

Why are municipalities, government agencies, public schools, faith-based organizations, and fiscally sponsored applicants not eligible to apply for General Support Grants?

- **Municipalities, government agencies, and public schools**
  MaineCF funding should not replace public funding sources for general/operating support. MaineCF does provide project grant support to these organizations for new or expanding projects.

- **Faith-based organizations**
  MaineCF’s eligibility and grant guidelines state we will not fund without exception religious activities, including, but not limited to, religious services, promotion of religious beliefs, or activities that are restricted to church or religious group membership. MaineCF does provide project grant support to faith-based organizations for new or expanding projects that DO NOT include religious activities.

- **Applicants using a fiscal sponsor**
  The IRS indicates fiscal sponsorships are designed for groups that are doing projects. MaineCF does provide project grant support for applicants using a fiscal sponsor.

What if my operating budget for the most recent completed fiscal or financial year was just over $500,000?
We know that using any cutoff amount may cause problems for some organizations. We chose this level after reviewing the operating budgets of our applicant pool and must be firm about the amount in order to reach smaller organizations that will see the most benefit from a general support grant. Organizations with operating budgets in the most recent completed fiscal or financial year of $500,000 or more are still eligible to apply for project grants for new or expanding projects.

Is there a Word version of the application that I can use offline?
Yes! You can find a Word document with all the application questions along with some guidance on our website: [https://www.mainecf.org/apply-for-a-grant/available-grants-deadlines/community-building-grants/](https://www.mainecf.org/apply-for-a-grant/available-grants-deadlines/community-building-grants/). You can use this document to work offline. Then, copy and paste the text into our online system. Our online system allows you to save your work so that you can enter the information in more than one sitting. It also allows you to add collaborators who can read and edit the application so more than one person can contribute information. Please note we DO NOT accept paper copies or PDF/Word versions of the completed application.
Do you have translated versions of the application?
We are working on this and will have translated versions available on our website:
https://www.mainecf.org/apply-for-a-grant/available-grants-deadlines/community-building-grants/

How do I start and navigate the online application?
If you still encounter difficulties, you can send an email to grantproposals@mainecf.org or call Program Associate Leslie Clague at 207-412-0846.

What if I’m unsure if my project or my organization (in the case of general support) is eligible?
We encourage you to reach out to the staff person who covers the county in which the project will take place, or if applying for general support, in which the organization is located. Scroll to the bottom of this page to find a list of staff by county with contact information: https://www.mainecf.org/initiatives-impact/county-and-regional-program/

Can I include indirect or administrative overhead costs in the project budget?
Yes, if you are applying for project support, you may include up to 20% of the total request as indirect costs. In the project budget table, include a line labeled “indirect” and DO NOT list specific administrative expenses.

How do I complete the Organizational Financial Information section if I have a fiscal sponsor?
You should answer all questions on the application as the applicant organization. In the Organizational Financial Information section, use your group’s financial information, not the fiscal sponsor’s information. For more information on what you need to do when using a fiscal sponsor, see our website: https://www.mainecf.org/apply-for-a-grant/help-for-applicants/fiscal-sponsorship/

What is the process for reviewing proposals?
All proposals received are prescreened by staff to determine eligibility. Depending on the number of proposals received, a subcommittee may also be used to assess alignment with the criteria to limit the final pool of proposals. All proposals included in the final review pool are assigned to a county advisor or staff member who will serve as the lead reviewer and follow up with the applicant contact by telephone in late March or April. Each county/regional committee collectively reviews all proposals included in the final review pool for their county/region and decides which proposals to fund.

Will my proposal be shared with donors?
All proposals that meet the grant program criteria will be added to our online donor portal for donors to review and consider funding. Staff contacts also share proposals of interest directly with donors who choose not to use the online portal. Donors may choose to partially or fully support a proposal. Please note proposals determined by staff to be ineligible because they don’t meet the eligibility guidelines or Community Building criteria will not be shared with donors. When a donor makes a grant, we will immediately send a letter and check by regular mail. This means that you may receive a check before the review committee meets. If your request was partially funded, the review committee will consider supporting the remaining amount. If your request was fully funded, the review committee will most likely decline further support so they may fund other proposals. Donors may also choose to support your proposal after the review committee has met, which means you could be declined by the review committee but later receive support from one of our donors. Less likely, but still possible, is receiving funding over the requested amount. The proposals will remain in the donor portal until the end of May.