



Online Grant System Frequently Asked Questions

Updated 2/9/22

Question & Answer

Detailed Instructions

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Q: What is the legal name of my organization?
A: The legal name of your organization can be found on your determination letter from the IRS. If you are a group using a fiscal sponsor we ask that you pick a name and use it consistently, including capitalization and punctuation, if any.

Please let us know if you have any additional questions. We can be reached at grantproposals@mainecf.org

Q: I forgot my password, what do I do?

A: Reset your password by clicking on “Forgot your password.”

Step 1

On the log in page
(<https://mainecf-grants.smapply.io/acc/>)
click “Forgot your Password?”



Step 2

Type in the email address associated with your account. Then click “Send Instructions.”



Step 3

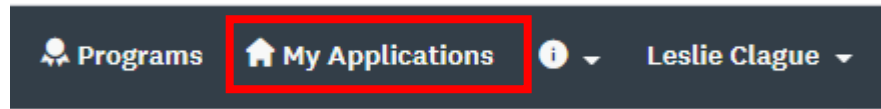
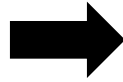
Check your email account for an email containing instructions on how to recover your password. The email will come from grantproposals@mainecf.org. If you don't see it in your inbox check your junk/spam folder.

Q: I started an application but I don't see it, where is it?

A: Click on "My Applications." If it is not there, you may be logged into the wrong account.

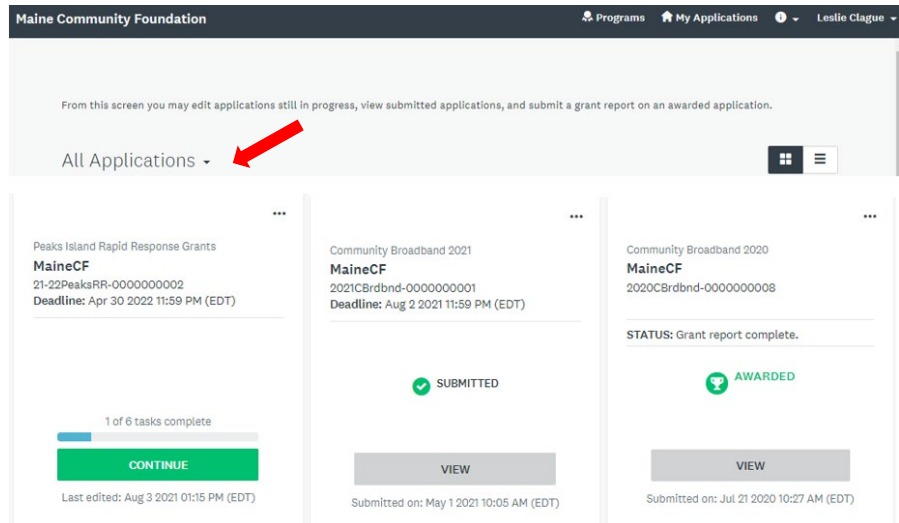
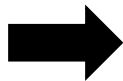
Step 1

Click on "My Applications" in the top right corner.



Step 2

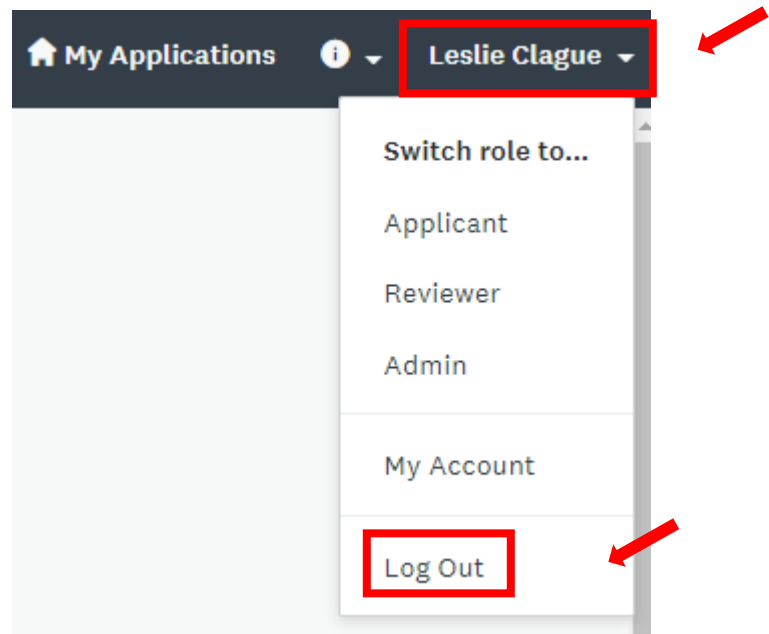
You will see all your applications here including those still in progress, submitted, and applications that require a grant report.



Step 3

If you don't see your applications you may be logged in with the wrong email address.

Log out of your current account by clicking on **your name** and then clicking **Log Out**. You will then be able to log in with the correct account. Be sure to use the email address you logged in with when you originally started the application.



Q: Can I share my application with a colleague?

A: Yes, you can add them as a collaborator.

Step 1

To be added as a collaborator a person must have an account with our online grant system.



Check with your colleague to make sure they have an account and verify what email address the account is associated with.

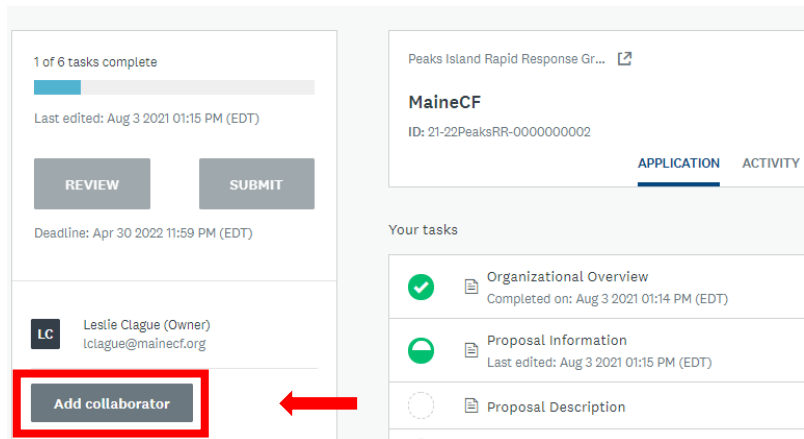


Online Grant System

Anyone can register for an account by going to <https://mainecf-grants.smapply.io/> and clicking "Register" in the top right corner.

Step 2

When logged into your account, select the application you would like to add a collaborator to.

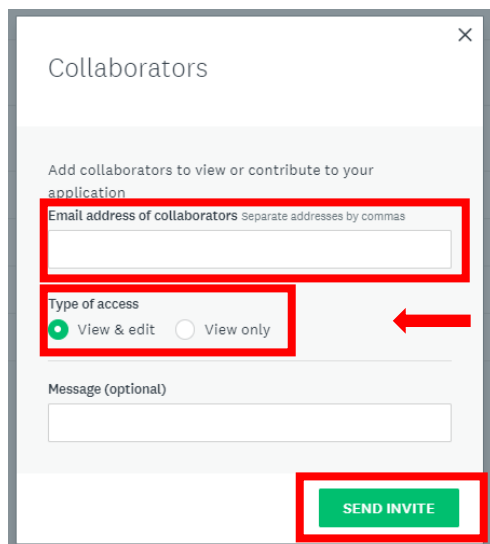


On the bottom left, click on "Add collaborator."

Step 3

Type in the email address of the collaborator.

Select the type of access you would like them to have.



Click "Send Invite".

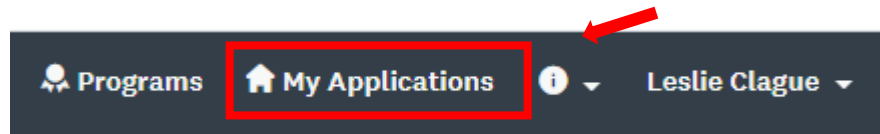
The collaborator will receive an email from grantproposals@mainecf.org with a link to access the application. The collaborator must click on the link in the email to access the application.

Q: How do I download my completed application?

A: Click on the three dots in the top right corner of your application and select download.

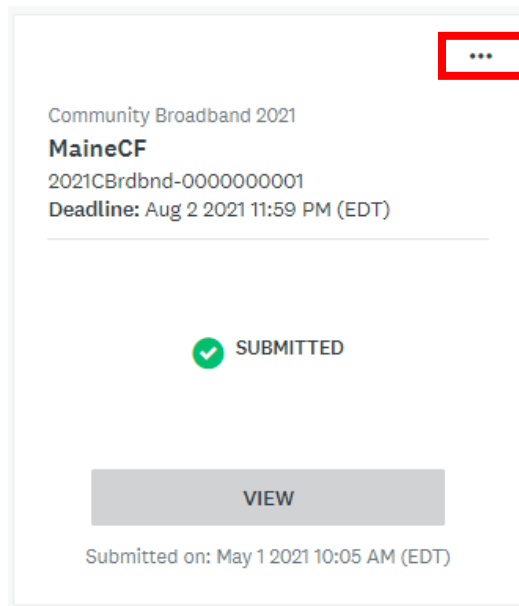
Step 1

Click on “My Applications” in the top right corner.



Step 2

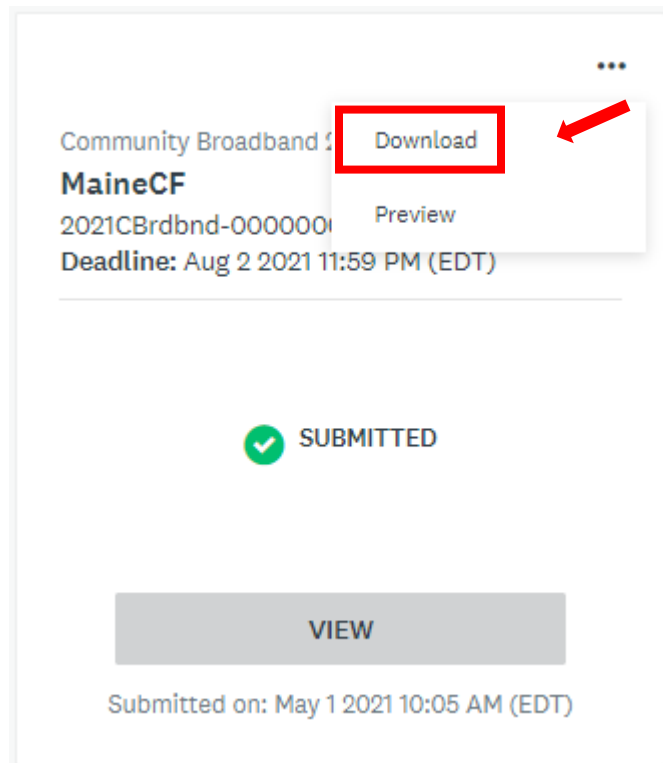
You will see all your applications. Locate the application you would like to download and click on the **three dots** in the right corner.



Step 3

Select “Download.”

You will have the option to download the entire application or sections of the application. The download will be in PDF format.

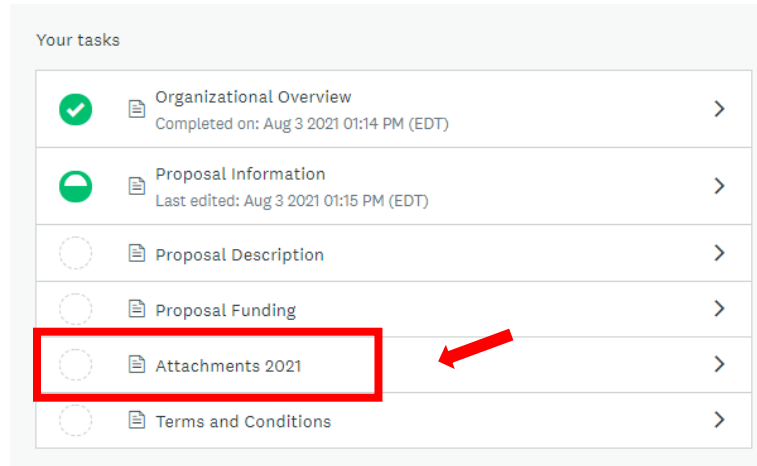
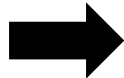


Q: I need to upload multiple required documents but there isn't enough space?

A: You can use any of the upload slots to upload your documents. You can also combine individual documents and upload them as a single document.

Step 1

Navigate to the **Attachments** section of the application.



Step 2

There are six upload slots.



You can use any of the upload slots to upload your required documents.

You can also combine documents and upload into one slot. For example, if you are working with three schools you can combine each of the letters from the schools into one document and upload that single document into one slot.

Please only upload **required** documents.

List of Board or Advisory Committee Members

Required for all applicants. Please include each member's town/city of residence and occupation.

Upload a file

← 1

MaineCF Fiscal Sponsorship Form

Required for groups without any tax status, applying with a fiscal sponsor. The form can be found [here](#) and must be completed and submitted with the application.

Upload a file

← 2

Letter of agreement from a school

Required for projects in partnership with schools

Upload a file

← 3

Letter of agreement from a tribe

Required for projects in partnership with tribes

Upload a file

← 4

Letter from Principal or Superintendent, Town or City Manager, or Agency Head

Required for applications from public schools or school districts, municipal libraries, a city or town, or government/municipal agency

Upload a file

← 5

Additional required document(s)

Some programs require additional documentation. Please consult the program webpage for specifics.

Upload a file

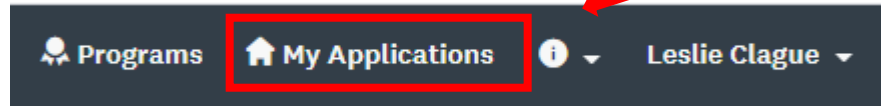
← 6

Q: I accidentally started an application, how do I delete it?

A: If you have not submitted an application you can delete it. Locate the application on the My Applications page. Click on the three dots in the right corner of the application and select delete.

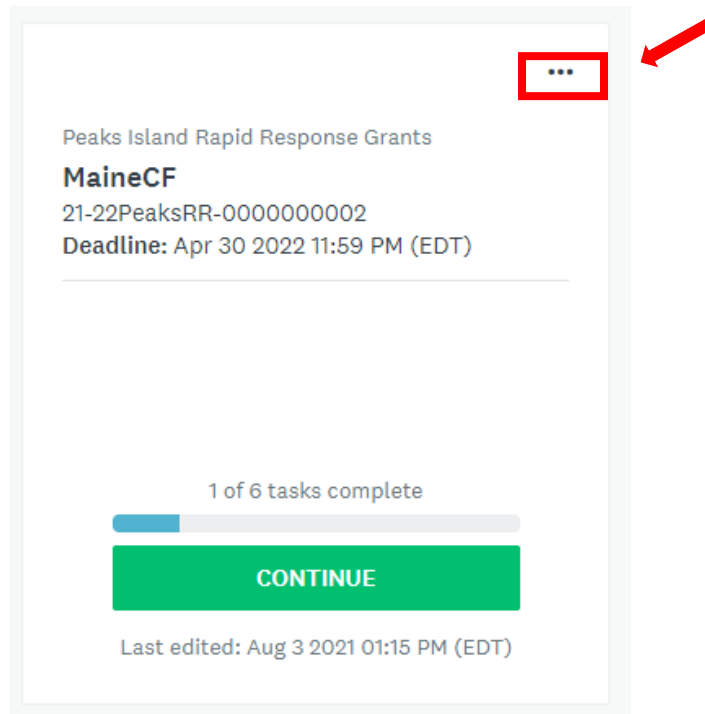
Step 1

Click on “My Applications” in the top right corner.



Step 2

Locate the application. Click on the **three dots** in the top right corner.



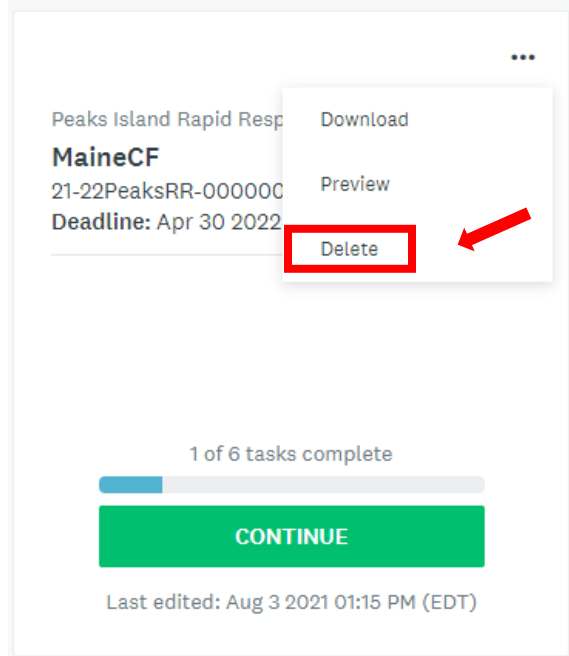
Note: You can't delete applications you have already submitted. Please contact grantproposals@mainecf.org if you would like to delete a submitted application.

Step 3

Select “Delete.”

You will be asked to verify that you want to delete your application.

Once the application is deleted you will no longer see it in your list of applications.

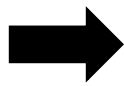


Q: How do I sign my application?

A: In the Terms and Conditions section you will be asked to type in your name. This will serve as your signature. We do not need a physical signature.

Step 1

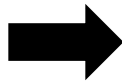
Navigate to the **Terms and Conditions** section of the application.



Your tasks		
<input checked="" type="checkbox"/>	Organizational Overview Completed on: Aug 3 2021 01:14 PM (EDT)	>
<input checked="" type="checkbox"/>	Proposal Information Last edited: Aug 3 2021 01:15 PM (EDT)	>
<input type="checkbox"/>	Proposal Description	>
<input type="checkbox"/>	Proposal Funding	>
<input type="checkbox"/>	Attachments 2021	>
<input type="checkbox"/>	Terms and Conditions	>

Step 2

At the very bottom you will be asked to type in your name. This will serve as your signature. We do not need a physical signature.



Digital Signature

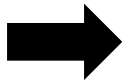
By typing my name in the following space, I certify that I am an authorized representative of the charitable organization named in the application. I further certify that this application is submitted with full knowledge and consent of the organization's Board of Directors or other governing body.

Q: Can I edit a section of the application that I already completed?

A: Yes. Click on the section and then click on the three dots in the top right corner and select edit.

Step 1

Click on the section that you would like to edit.



Your tasks

- Organizational Overview
Completed on: Aug 3 2021 01:14 PM (EDT)
- Proposal Information
Last edited: Aug 3 2021 01:15 PM (EDT)
- Proposal Description
- Proposal Funding
- Attachments 2021
- Terms and Conditions

Step 2

Click on the **three dots** in the top right corner.



Organizational Overview
Completed Aug 12 2021 10:11 AM (EDT)

Organization Overview Form 2021

Organization Name and EIN

Please enter the exact legal name of the organization. If your organization does business under a different name, please enter that in the DBA or "doing business as" field.

An EIN (Employee Identification Number) is a nine digit number (00-0000000) issued by the IRS. If your organization does not have an EIN you may enter NA in this field.

Organization Legal Name	Maine CF
DBA (doing business as)	(No response)
EIN (Employee Identification Number)	123456789

Step 3

Select "Edit."



Organizational Overview
Completed Aug 12 2021 10:11 AM (EDT)

Organization Overview Form 2021

Organization Name and EIN

Please enter the exact legal name of the organization. If your organization does business under a different name, please enter that in the DBA or "doing business as" field.

An EIN (Employee Identification Number) is a nine digit number (00-0000000) issued by the IRS.

- Download
- Reset
- Edit**