

**Grant Application Document Cover Form**

You have chosen to attach additional information to your MaineCF grant application.

Please fill out this form and send it with your documents to:

 **Applications**

 **Maine Community Foundation**

 **245 Main St.**

 **Ellsworth, ME 04605**

ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PHONE or EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRANT PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOCUMENTS:

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| --- | --- | --- |
|   | Condition | Required Documents |
| ð | If you are applying for a project that includes working with a school | A letter of agreement from a school representative that explains the school’s level of involvement |
| ð | If you are applying for a project that includes working with a tribe | A letter of agreement from a tribal representative (Aroostook Band of Micmacs, Houlton Band of Maliseet Indians, Passamaquoddy Tribe at Indian Township, Passamaquoddy Tribe at Sipayik, Penobscot Nation) that explains the tribe's level of involvement |
| ð | If you are applying for a project that includes a partnership with another organization (other than a school) | A letter of agreement from the partner organization that explains their level of involvement. |
| ð | If your organization is a public school or school district | A letter from the principal or superintendent agreeing to accept MaineCF grant funds for your project |
| ð | A municipal library | 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.) |
| ð | A town/city or government/municipal agency | A letter from the head of agency agreeing to accept MaineCF grant funds for your project |

Please DO NOT INCLUDE

* Audited financials or 990 forms
* 501(c)(3) letters of determination
* Annual Reports
* General letters of support