

Saving or submitting an application:

1. After starting an application, you will be able to save your work and exit at any time by clicking **Save Application** at the bottom of the page.

Once you press "Submit" below, your application status will update to "Submitted". However, you will still be able to edit your application until the deadline.

If required fields have been left blank, they will be highlighted for you in red to complete. In this case, we recommend you delete your signature, [SAVE THE APPLICATION](#), reopen the application, and complete the blank fields before submitting.

Please sign by entering your Full Name below:

Save Application

You can reopen your application draft from the **My Applications** section in the grant portal. If it doesn't immediately show up in this section after saving, refresh the page on your web browser.



2. You will be able to submit your application once all required questions are answered, including checking the boxes in the MaineCF Terms and Conditions section and typing in your name in the signature box.

You and any collaborators on the application will receive an email notification that the application has been successfully submitted. If the status does not immediately show as "Submitted", refresh the page on your web browser.

The applicant organization authorizes MaineCF to share this proposal in its entirety with other potential funding sources at its discretion. *

I agree

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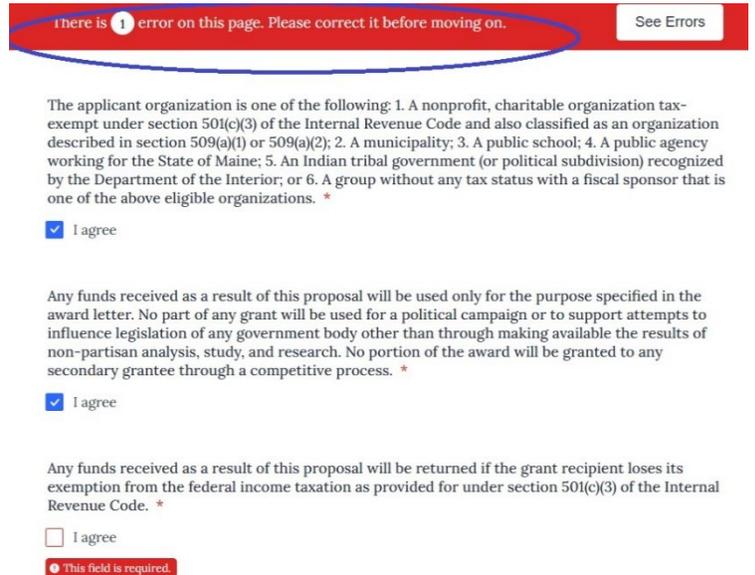
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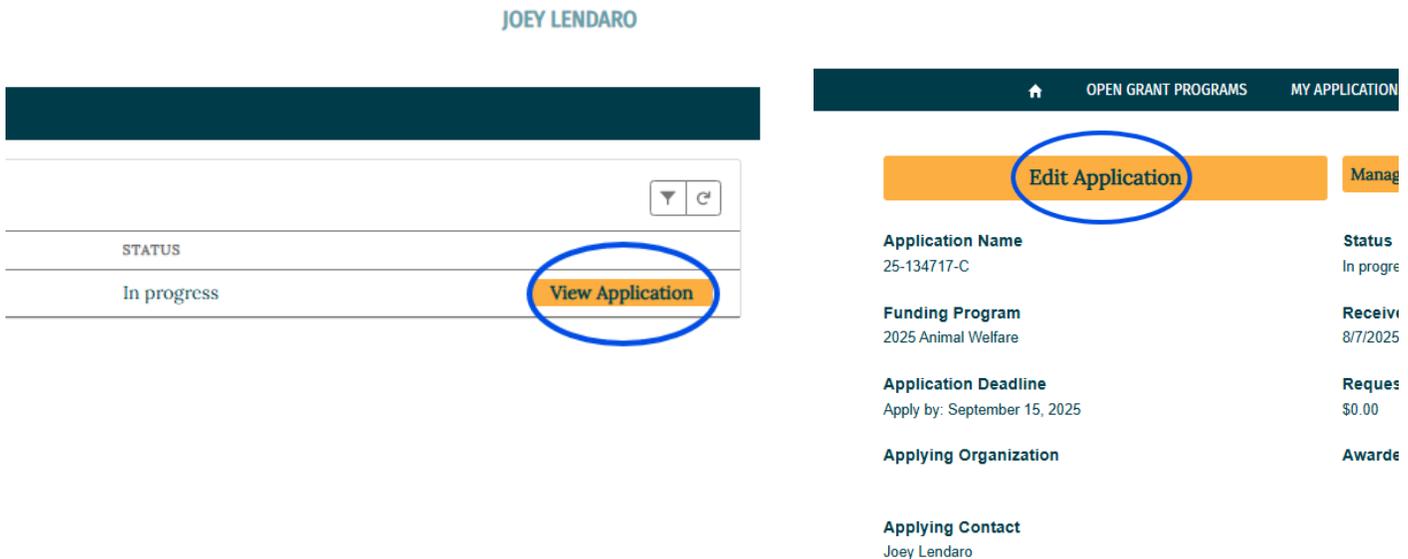
Back

Submit

3. If you try to submit before all required fields have been filled, a warning box will appear that highlights any unanswered questions red. You can either complete the required and then press **Submit**, or delete your name from the signature box and press **Save** to return to the incomplete questions later.



4. Once submitted, you can still make changes to your application until the deadline by clicking **View Application** and then **Edit Application**; you will need to press **Submit** again to save these changes.



Note: All correspondence related to submitted Applications will be delivered by email from grantproposals@mainecf.org - please add this address to your contacts as an accepted sender.

Applications will show "Submitted" status until a decision has been made.