Community Building Grant Program
Frequently Asked Questions

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 important guidance on our website: **https://www.mainecf.org/apply-for-a-grant/available-grants-deadlines/community-building- grants/.** You can work offline and then copy and paste text into our online system. Please note word limits.

How do I start and navigate the online application?

We launched our new grant portal in July 2025. If you have not applied since then, you will need to create a new account and password to apply. Step-by-step instructions for how to create an account and apply can be found at **https://www.mainecf.org/apply-for-a-grant/help-for-applicants/online-grant-application/.** Our online system allows you to save your work and enter the information in more than one sitting as well as add collaborators who can read and edit. If you encounter problems, you can send an email to **grantproposals@mainecf.org,** or call Community Impact Associate Joey Lendaro at 207-412-0835.

Please note we do not accept paper copies or PDF/Word versions
of the application or supporting materials.

Are organizations able to choose to apply for general support or project support depending on their needs?
No. Beginning in 2024, all applicants are only eligible to apply for either general support or project support based on their organization's expenses.

> **General Support**:
> - Most recent completed fiscal or financial year **expenses BELOW $500,000**
>
> **Project Support**:
> - Most recent completed fiscal or financial year **expenses AT or ABOVE $500,000**
>   - Municipalities, government agencies, public schools, or faith-based organizations may apply regardless of expenses
> - **Total project budget does not exceed $100,000**

Are faith-based organizations eligible for general support?
No, 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.
However, MaineCF **does provide project grant support** to faith-based organizations for new projects that **DO NOT** include religious services, promotion of religious beliefs, or activities that are restricted to church or religious group membership.
If you are unsure if your faith-based organization is eligible to apply for project support, please email the

staff contact for your county, found here: **https://www.mainecf.org/initiatives-impact/additional-initiatives/county-and-regional-program/**.

How do I complete the Organizational Financial Information section if I have a fiscal sponsor?
You should answer **ALL** application questions 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, visit: **https://www.mainecf.org/apply-for-a-grant/help-for-applicants/fiscal-sponsorship/**.

Do I need to include any materials with my proposal?
Yes, all applicants must provide a list of all the members of your organization's board or advisory committee. **Supporting letters may also be required**- please review the guidance doc at **https://www.mainecf.org/apply-for-a-grant/available-grants-deadlines/community-building-grants/** *Please do not include any other materials other than what is required.*

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 review proposals to assess alignment with the criteria to limit the final pool of proposals to an amount a committee can reasonably review and discuss. All proposals included in the final review pool are assigned to a county advisor or staff member who will contact the grant proposal contact by email to schedule a brief telephone call in late March or early April. Each committee collectively reviews all the proposals included in the final review pool for their county/region and decides which proposals to fund. These committees are tasked with identifying the strongest proposals that meet the program's criteria, represent diverse sectors, geography, and populations to have the greatest positive impact on strengthening communities.

Will my proposal be shared with donors?
All eligible proposals that also meet the grant program criteria are 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 fund 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. Read more about donor-advised grants here: **https://www.mainecf.org/apply-for-a-grant/**.

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 your county. To find a list of staff by county with contact information, visit this link: **https://www.mainecf.org/initiatives- impact/county-and-regional-program/**.

How do I submit an update on a 2024 grant?
To complete and submit your brief update, please log in to your account through our previous online grants platform: https://mainecf-grants.smapply.io/

Please note we have moved to a new online platform for grant proposals BUT your update for this 2024 grant can only be found in our pervious portal at the above link.

Instructions for how to access the form can be found here: https://www.mainecf.org/wp-content/uploads/2023/09/Complete-a-Grant-Report-RB.pdf (ignore steps 1-3, use above link instead!)
If you have any questions about the process, please contact grantproposals@mainecf.org.