



MOHF Grant Process – Quick Step Guide

Step 1: Review Documents

Review [MOHF webpage](#) for all application information.

Step 2: Draft Preliminary Summary Application Form

Draft Preliminary [Summary Application Form](#).

Step 3: Request Sponsorship

Email Authorized Natural Resource Agency Representative (listed below) the [Preliminary Summary Application Form](#) by **Jan 15** (spring) & **Jul 15** (fall) requesting sponsorship approval.

MOHF Authorized Natural Resource Agency Sponsor List:

- Baxter State Park Authority – [Kevin Adam](#) 207-723-9616 x 052
- ME Dept. of Agriculture, Conservation & Forestry - [Tom Gordon](#) 207-287-4986
- ME Dept. of Environmental Protection – [Wendy Garland](#) 207-615-2451
- ME Dept. of Inland Fisheries & Wildlife – [Alison Truesdale](#) 207-592-1525
- ME Dept. of Marine Resources – [Amanda Webb](#) 207-624-6556
- Saco River Corridor Commission – [Cheri Dunning](#) 207-625-8123
- Saint Croix International Waterway Commission – [Neal Berry](#) 207-952-9069
- Soil & Water Conservation Dist. - [Carol Weymouth](#) 207-852-8184
- Wells National Estuarine Research Reserve – [Dr. Jennifer Seavey](#) 207-646-1555

Step 4: Prepare & Submit Full Application

After receiving sponsorship approval from the Authorized Natural Resource Agency Representative, prepare full application while following [Full Grant Proposal Requirements](#). Submit 10 copies of full application package by **Feb 20** (spring) & **Aug 20** (fall). Contact [MOHF Secretariat](#) with questions.

Step 5: Attend MOHF Board Meeting

Applicants are encouraged to attend the MOHF Board meeting where applications will be reviewed and selected. Dates will be posted on the [MOHF website](#) and notices will be emailed.

Step 6: Receive Award Notification

Applicants will receive notification of Board decision from [MOHF Secretariat](#).

Step 7: Follow Award Reporting Requirements

Awardees must follow [Grant Awardee Funding and Reporting Requirements](#).