



Maine Trails Program

Grant Application

Grants and Community Recreation Program
124 State House Station
Augusta, Maine 04333
(207) 624-6090

MTP Grant Overview

The Maine Trails Program (MTP) is an assistance program of the Bureau of Parks & Lands via Maine's \$30 million Trails Bond. The MTP provides funds to develop recreational trails and trail-related facilities for motorized and non-motorized uses. MTP grants can fund the development and renovation of eligible trails, trailhead and trail-side amenities.

The MTP is administered by the Maine Department of Agriculture, Conservation, and Forestry; Bureau of Parks and Lands, Grants and Community Recreation Program.

For more detailed information please visit the [program website](#).

Eight awards of up to \$250,000 will be offered in this grant round: two for motorized projects, two for nonmotorized projects, and four for multiuse projects.

All other awards will be capped at \$150,000.

- Eligible applicants: Non-profit organizations; Municipal agencies (cities, towns, counties, school districts, etc.)
- The MTP grant can fund up to 90% of eligible project costs. Project sponsors provide a match of 10% and can be in the form of cash or donated supplies, materials and/or labor.
- The MTP is a reimbursement program, however up to 25% of the total award may be requested as an advance against future eligible expenditures. Alternatively, if a loan is obtained to fund the project, interest payments are eligible for reimbursement.

ELIGIBLE PROJECTS

- Renovation, relocation, bridging, and/or related signage for existing trails
- Development and/or rehabilitation of trailside and trailhead facilities with a direct relationship to a recreational trail
- Construction of new recreational trails, bridges and related signage
- Improvements to trail access and use for persons with disabilities and/or special needs
- Creation, expansion, or improvement of water trails including construction and restoration of boat landing infrastructure, signage, outhouses, portage trails, campsites, etc.
- Construction of new trails on federal land provided the project has been approved by the managing agency(ies)
- Acquiring property in order to develop trails that are open to the public
- Purchase of minor trail building equipment, e.g., chainsaws, hand tools, pole trimmers etc.
- Campsites may be eligible depending on the need for trail viability
- A sidewalk that connects two existing trails may be eligible
- Trail design and engineering costs incurred within 24 months of the project award are eligible as a match for up to 10% of the grant amount but are not reimbursable

NON-ELIGIBLE PROJECTS

- Feasibility Studies including trail concept planning
- Dismantling of state-owned tracks and ties for non-rail use
- Development of trails that are not open for public use
- Law enforcement related projects
- Purchase of major trail building equipment, e.g., excavators, trail groomers, etc.
- Road construction, sidewalks*, gardening/landscaping, parks or park equipment, sprinklers, or campgrounds (a sidewalk that connects two existing trails **may** be eligible).
- Construction or improvements within a federal, state, county, or town road right-of-way
- Funding staff or intern positions not related to a specific MTP-funded project

MTP Grant Application Part 1 – Applicant Information

Organization Information

Organization Name

Executive Officer – Name

Executive Officer – Title

Primary Contact – Name

Primary Contact – Title

Email

Mailing Address

City

State

Zip

Telephone

Federal Tax ID Number

Applicant Type

Municipal

State

County

Federal

Non-Profit

School

Other:

Part 2 – Project General Information

Project Title: a short descriptive name

Project Category (check all that apply)

- Restoration of Existing Trails
- Development and Rehabilitation of Trailside and Trailhead Facilities
- Construction of New Recreational Trails
- Land Acquisition

Project Description

Brief narrative summary of the project. Summary should describe what will be accomplished, a general description of the need and benefit of the project, and what specifically the funds will pay for.

Project Location

Municipality

County

Maine House District

Maine Senate District

Project measurement: _____ Feet Miles Acres Other (describe)

Geographic scale of the project (Select one)

- Local (contained within a single municipality)
- Multi Municipality (trail connects one or more communities via the same corridor)
- Statewide (trail extends well beyond two or more communities, think ITS-87)
- Regional - neighbor states / Canada
- National (AT for example)

Grant Request Amount

Match Amount

\$	\$
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Part 3 – Applicant Eligibility/Project Viability

Land Ownership - How is the land owned where the proposed project will take place?

Select the option that best characterizes the nature of land ownership. Provide details for all selections other than public ownership. Identify the landowner and all other parties engaged to enable this project. If Use Permit is selected, please provide documentation of the permit (or comment that the state has documentation) AND documentation of renewed use agreement (or comment that the state has documentation).

- Owned - Public
- Owned - Private
- Leased
- Use Permit (ex., ATV or snowmobile trails)
- Other: _____

Land Control – Do you currently have the right(s) to develop this property?

Please select the appropriate response below and provide any clarifying narrative if necessary.

- Yes – Own the property or hold easement enabling this use. Please provide a copy of deed or easement.
- Yes – Lease the property. Describe the duration and terms of the lease allowing this use & provide a copy of the lease.
- Yes – Via Use Permit. Describe the terms of the permit, whether it is renewable and if there is a history of this same permit being renewed in the past. Provide a copy of the permit.
- Not at the time of application but before project starts. Describe how this will be accomplished and the duration and conditions of control attained.

User Fees (if any)

Will a trail membership or a user fee be charged to access the property and/or use the trail system? If yes MTP funded projects **must** be open to the public, not just members or residents **and** fee(s) must be reasonable as determined by the State Trail Administrator

- No
- Yes – (Please include a fee schedule)

Part 4 – Project Description and Details

What primary recreational use will the project support?

Select only one primary use that the trail is designed for. For specific design, construction, and management guidance see [Trail Fundamentals and Trail Management Objectives](#).

- | | |
|---|--|
| <input type="checkbox"/> Hiking / walking | <input type="checkbox"/> Nordic / XC Skiing |
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Snowshoeing |
| <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Horseback Riding |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Canoeing / Kayaking / Sailing |
| <input type="checkbox"/> ATVing | <input type="checkbox"/> Motorboating |
| <input type="checkbox"/> Snowmobiling | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dog Sledding | |

What additional recreational uses will the project support?

Select all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Hiking / walking | <input type="checkbox"/> Nordic / XC Skiing |
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Snowshoeing |
| <input type="checkbox"/> Mountain Biking | <input type="checkbox"/> Horseback Riding |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Canoeing / Kayaking / Sailing |
| <input type="checkbox"/> ATVing | <input type="checkbox"/> Motorboating |
| <input type="checkbox"/> Snowmobiling | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dog Sledding | |

What features, designs, and management plans make this project suitable for intended users?

Include natural features, parking, year-round access, location, compatibility, etc.

How close is this project to potential users?

What is the population within a one-mile radius of the trailhead? Are there residences, businesses, or schools nearby? How much use will the trail get? Cite data sources if you can. For technical assistance gathering this information, please contact the program administrator.

What features or benefits will attract people to visit the project?

What features make this project a destination that people will be willing to travel to visit? How will the public learn that the trail is available and ready to be used and enjoyed?

How was this project identified as a priority?

Was the project part of a plan? Were there community input and demand? How inclusive was the process? Provide documentation, e.g., town comprehensive plans or local / regional trail plans, club meeting notes, letters of support from the community, etc.

Part 5 – Project Design, Construction and Management

Design and engineering expenses incurred within 24 months of project award are eligible for match.

Who designed or will design your project? Describe their qualifications.

Engaging a qualified trail/project designer enables applicants to generate specific designs and detailed budgets for their projects. Optionally, attach designer's qualifications and experience (resume or CV).

Who will manage project construction? Describe their experience.

Project management is important to keep momentum moving forward and assuring documentation of key elements to support the reimbursement. Optionally, attach manager's qualifications and experience (resume or CV).

Who will build the project?

Your club / org / agency staff or an external contractor? Note: contractors **cannot** be committed in advance of an award. Optionally, provide contractor's qualifications and experience (resume or CV).

Accessibility

This project will upgrade on existing trail or create a new trail to [current accessibility standards](#).

To what extent will your project improve access to this trail or outdoor recreation resource?

American Trails has compiled many helpful resources for learning about [accessible trail design](#).

How will the project be managed after completion?

Who will provide oversight, perform maintenance? Describe the existence of dedicated maintenance funding, materials and equipment. Outline the maintenance schedule for the project.

Part 6 – Environmental Impacts and Sustainability

Each project must be reviewed by the following Maine agencies to assure that it does not have an unmitigated negative impact on the environment:

Maine Inland Fisheries & Wildlife
Maine Natural Areas Program
Maine Historic Preservation Commission

Please review the Application Checklist or program guidance for instructions on how to request project reviews.

Past project review letters may be accepted if they were issued within the last year and if there have been no changes to the project scope or funding. Please contact the program administrator with any questions.

Environmental Implications.

Respond to any identified impacts or recommendations outlined by IF&W, MNAP, and MHPC. Describe how the impacts will be mitigated. Address the recommendations. Describe any potential negative impacts the project may have on natural or cultural resources during construction, and how the impacts will be mitigated.

Describe any positive impacts of the project's design.

Will the project improve or correct any existing negative environmental or cultural conditions? How will the project be designed to ensure longevity and sustainability?

What permits are required for the project?

Provide a copy of a communication (email or letter) with your local code enforcement officer (or Land Use Planning Commission) indicating the need (if any) for project permitting. Permits do not need to be in hand at the time of application.

If needed, state the status of permits at time of application? **Complete – Pending - Not started**

Part 7 – Project Budget & Funding Match

Complete separate [Budget Worksheet](#) (form will calculate grant request amount and match) located on the [program webpage](#).

- Project Budget Form MUST be used when submitting project budget.
- Grants will not exceed ninety percent (90%) of a project's total cost or the grant cap, whichever is less.
- Total Applicant cash and in-kind (donated) costs must be at least 10% of total project cost or maximum award granted. Whichever is less.

Part 8 – Application Certification

By signing below, I certify:

- I have full authority on behalf of the organization listed in Part 1 of this application to submit this application for funding from the Maine Trails Program.
- This organization has the capacity to finance its share of the proposed project costs, including management and maintenance after project completion.
- Project development will not start until a fully executed project agreement has been received.
- The agency / organization understands this is a reimbursement grant; that expenses must be incurred before submitting for reimbursement and a minimum of 10% of the project costs or in-kind value of work must be documented by the agency / organization to receive reimbursement.

PRINTED NAME

TITLE

SIGNATURE

DATE