

**Moving ME Forward helps others “Give Back the Gift of Health” by funding innovative initiatives that promote sustainable health and fitness changes in our Maine communities.**

***What to know before you apply for a grant:***

**Funding priorities**

Moving ME Forward requires proposals that create social change in the areas of health and fitness include a component that:

* Develops/promotes community connections
* Encourages social responsibility/giving back to the community
* Addresses ongoing sustainability
* Are partially funded by in kind donations

**Who is eligible to apply**

* Students, graduates and affiliates of Central Maine Community College
* Nonprofit 501(c)(3) federal tax-exempt organizations

**When to apply**

* Grant application period is open from September 1st thru December 31st.
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* **What to submit**
* Requests should be for future expenses only. Awards for grants will be made by March 1st. Project start date should take this into consideration.
* Requests should not exceed $10,000
* Please only send information and materials requested in the grant program guidelines/application. Additional materials will not be reviewed.
* All competitive grant program awardees will be required to submit a Project Progress Report. If the grantee fails to submit one, further funding will be held until the missing report is filed.

**Types of funding (often supported)**

* **New projects:** activities that are distinct from ongoing programs and that have start and end dates.
* **Expanding projects:** the extension of a successful program to a new population or geographic location or to include a significant change in scope.
* **Capacity building:** projects that will strengthen an organization’s efficiency or effectiveness and that have clear goals or outcomes. For example, board training to develop fundraising capacity with specific goals.
* **Capital expenses:** can be part of the budget for a new or expanding project if they are necessary and directly related to the outcomes of the project, including materials and equipment.
* **Personnel expenses:** any staff salaries must be directly tied to a new or expanding project.
* **Indirect costs:** administrative overhead expenses of up to 20% of the total requested budget. When allowed, these should be included in the budget and labeled “Indirect costs.

**Types of funding (often not supported)**

* **Operating support:** ongoing administrative costs such as rent, utilities, office supplies, salaries (not tied to a specific project expense).
* **Ongoing activities:** continuing programs or projects that have no clear end date.
* **Endowments or capital campaigns:** activities leading up to a capital campaign such as feasibility studies as well as costs related to verbal or written requests for financial support such as fundraising events or appeal letters.
* **Camp scholarships:** funding for admission, enrollment, tuition, or other costs related to individual or group attendance at a short-term recreational or educational program.
* **Capital expenses:** purchases of property, equipment, or building materials related to the organization’s core operations.

**Grant Process Timeline**

* **Application intake/Eligibility prescreening:** grant application period is open from September 1st thru December 31st. Applications are reviewed as they are received to determine if required grant program criteria are met.

**Grant application review:** eligible applications are assessed by assigned Moving ME Forward board members and summary reviews written.

**Grant decision meeting:** summary reviews are presented to Moving ME Forward Board of Directors and final award decisions are made as a committee.

**Notification:** All applicants will receive a letter through regular mail notifying by March 1st as to whether their request has been funded or declined.

**Evaluation:** All grant recipients are required to submit project progress reports for review by the Moving ME Forward Board of Directors at 6 month intervals and at the completion of the project.

**Application Confidentiality**

* Applications may be shared with interested parties, including donors for potential funding.