**Maine Disaster Preparedness Grants**

**REQUEST FOR APPLICATIONS**

ISSUED BY VOLUNTEER MAINE

105 State House Station, 19 Elkins Lane Room 105

Augusta, ME. 04333

Applications due: August 20

## Introduction

The Maine Disaster Preparedness grant invites communities and organizations to take action and prepare for future disasters with a service project for Disaster Preparedness Month (September) and for the 20th anniversary of the September 11 attacks.

Disaster preparedness can reduce the impact of a disaster, aid in a faster recovery, or even prevent certain disasters.

This program is sponsored by the Volunteer Maine, the commission for community service. Volunteer Maine’s mission is to foster and inspire community service and volunteerism to address critical needs in the State of Maine. The Commission builds capacity and sustainability in Maine's volunteer and service communities by funding programs, developing managers of volunteers, raising awareness of sector issues, and promoting service as a strategy to resolve community issues.

Volunteer Maine will select proposals that will be awarded up to $5,000 to support planning and implementation of a project that supports disaster preparedness in their community.

## Eligible Applicants

Eligible applicants include local school districts (on behalf of individual classes/grades), nonprofit organizations, civic groups with a nonprofit status, state and local government agencies, faith-based organizations and congregations. We are unable to make awards to individuals, or for-profit entities.

## Types of Assistance

* **Cash Awards.** Maine Disaster Preparedness grants can be valued up to $5,000. These cash awards are intended to assist in planning and implementing the Maine Disaster Preparedness projects for Disaster Preparedness Month and the 90th anniversary of September 11th. Funds awarded must be matched $1-to-$1 with cash and/or in-kind support (space, materials, hours of staff effort or donated professional service, advertising to the community, supplies, etc.). This means an award of $5,000 would be matched with $5,000 cash/in-kind. All match needs to be documented by receipts or statements of value from donors/providers.
* **Unallowable Expenses:** The award funds may not be used to fund religious instruction/worship/proselytization; speakers’ honoraria or fees; celebrations or banquets; or other activity not connected with actual student planning or community volunteer service. Although celebrations, parades, and recognition ceremonies may be a part of the activities that you plan, those activities will have to be underwritten by other community donations.
* **Payment Schedule for Awards:** Funds will be paid in two amounts. The first payment – of 90% of the proposed grant - will be paid upon awarding the grant. The final 10% of the grant will be administered after completion and reporting of the project.
* **State and National Promotion of Local Projects:** The Commission will use information provided by grant recipients to promote Disaster Preparedness Grants participation to state and national media. The Commission will coordinate local media promotion with the award recipient and assist if requested.

## Award Criteria

Applications will be assessed using the following selection criteria:

1. The project planning, preparation, and implementation (65%)
   1. A brief description of the organization.
   2. A brief description of the people/community members who will participate in the Maine Disaster preparedness grant.
   3. A timeline of the planning and implementation of the project.
   4. How the project will bolster disaster preparedness in your community.
   5. Commitment to complete the event by September 30.
2. Budget Adequacy and Cost (25%)
   1. Project budget is realistic and represents allowable costs necessary for the project success.
   2. Project includes local in-kind or cash match ($1:$1)
3. Applicant Organization’s Capacity (10%)
   1. Evidence the applicant organization is an eligible entity as described in the instructions.
   2. Ability to manage implantation of the project, document match, and complete reports.

## Timeline

|  |  |
| --- | --- |
| August 20, 2021 | Applications due by 4 pm local time |
| August 23, 2021 | Announcement of awards |
| August 23 – 26, 2021 | Process the award paperwork. (Recipients must be available during this period to sign documents and return them promptly) |
| September 1 | First invoice from grantees due |
| September 1-30 | Projects implemented |
| September 25 | Final Invoice due |
| October 15 | Project reports due |

## Application Content and Instructions

Applications for the service project award must be submitted ***online***. The link for the online form is located at MaineServiceCommissin.gov or at this internet address: <https://www.surveymonkey.com/r/KR3MWRN>

A template showing the fields and questions in the online form is attached as Appendix A.

Deadline for submitting is August 20, 2021 by 4 pm.

Budgets must show formula calculations for items. Two examples are here:

8 hours hall rental @ $10/hour = $80

100 copies X $0.05 = $5.00

## Appendix A: Questions in online application form

Applicants may want to prepare the answers in a word processing document and just cut/paste them into the form. This would avoid any loss of information if your internet service is disrupted.

1. Applicant contact information
   1. Name
   2. Title
   3. Sponsoring organization/Agency
   4. Address
   5. City
   6. State of Maine zip
   7. County
   8. Email
   9. Phone
2. Applying organization’s EIN
3. Briefly describe your organization’s mission and purpose.
4. Identify any other project leads
   1. Name
   2. Title
   3. Email
   4. Phone
5. Give an outline of the project you plan on implementing. Please describe how it will assist with disaster preparedness in your community.
6. Provide any examples of projects the organization has completed in the past.
7. Provide the anticipated date(s) for the service project.
8. Please prepare your budget using the table on the next page. Save the page as its own document in either DOC, DOCX, or PDF format so you can upload it into the application. To ensure file handling is smooth, us your LAST NAME\_FIRST INITIAL as the file name.

Maine Disaster Preparedness Grant

Name of Applicant Organization:

Name of Primary Contact on the Application:

In this table, document your anticipated expenses in the budget form. Remember the award is for up to $5,000 and requires a $1:$1 match of in-kind or cash for each award dollar. At this stage, you only need to indicate the materials or service you anticipate will comprise the match (e.g., faculty time, space for students to meet and work on project).

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| --- | --- | --- | --- |
| Budget Item Description and Calculation | Charge to  Awarded Funds | Charge to  Match Funds | Item  Total |
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|  |  |  |  |
| Grand Totals |  |  |  |
| % distribution of Award and Match |  |  | 100% |

Save only this page as its own document in either DOC, DOCX, or PDF format so you can upload it into the application. (I.e., the file should be 1 page with only your budget table.) To ensure file handling is smooth, use your LAST NAME\_FIRST INITIAL as the file name.