

Maine Trails Program - Application Timeline

By following this timeline, you should have plenty of time to develop your application and gather your support documents. It is best to submit your application during the week of the final due date.

1) First

- a) Develop a firm concept / design / plan for your project. Professional design & engineering costs incurred during the year you apply are eligible for project match.

2) Second

- a) Attend one of the MTP grant / project workshops to learn more about the opportunities and limitations of this new trail funding program.

3) Third

- a) Download the grant application, and program guidance from DACF website and read through all the materials to familiarize yourself with the program and the application.

4) Three months before deadline

- a) Seek agreement or license from landowner if necessary.
- b) Develop project maps identifying the extend of the affected trail, or trailside amenity.
- c) Email a request for project review by the following agencies to determine if any environmental, historic or archeological implications need to be addressed in your application.
 - i) Maine Historic Preservation Commission
 - ii) Maine Natural Areas Program
 - iii) Inland Fisheries and Wildlife
- d) Confirm commitment for ongoing maintenance (or commitment from other organization(s))
- e) Identify project manager or team.

5) Two months before deadline

- a) Begin writing grant if you haven't already.
- b) Seek guidance from your local planning department (if any) regarding compliance with any ordinances.
- c) Check with state and local code enforcement officials regarding the need for permits -
 - i) Environmental
 - ii) Town
- d) Begin developing the budget. Collect documentation for grant match, letters of commitment for dollars or in-kind services –

6) One month before deadline

- a) Improve / revise any project map(s) –
- b) Collect support documentation –
 - i) Deeds / Leases
 - ii) Use agreements
 - iii) Support letters – must have direct relationship to project
 - iv) Partnership letters – only if partner in funding, developing or maintaining the project
 - v) Town / Organization plans or excerpts from SCORP –
 - vi) Photos –
 - vii) Newspaper articles –
 - viii) Develop / refine ideas for trail promotion –
- c) Complete environmental assessment check list –

7) Two weeks before application submission

- a) Create “cloud” shared folder
- b) Assemble e-documents in shared folder according to protocol outlined in grant guidance

8) Finally & when absolutely ready: Send your transmittal email with a link to the shared folder to doug.beck@maine.gov. This email will serve as the time stamp for the date / time of submission.

MTP Application Submission Guidance & Checklist

All Applications must be submitted electronically via a link to a shared folder.

Create a cloud-based folder on any of the various available storage services such as DropBox, Google Drive, iCloud, One Drive, etc. We don't care which one as long as we will be able to access the completed documents. Within the parent folder, develop sub folders for the respective application components and support documentation as below.

The following documents should be present in your cloud-based drive folder for a complete application. Strict adherence to file naming protocol as described below will enable all of your documents to be tracked easily by you, by those on the review committee and within the grants office. However, please abbreviate your sponsor name to keep the overall file name as short as possible. See example below.

Folder #	Application Element	File Naming Protocol Substitute name of your project wherever you see "sponsor name". File names are suggestive. Additional documents per folder may be added as appropriate.	Done
1	Completed Application Project Budget	Sponsor name_2025MTP_application Sponsor name_2025MTP_Budget	
2	Land Tenure/Control/Use Permit User Fees	Sponsor name_2025MTP_lease Sponsor name_2025MTP_permit Sponsor name_2025MTP_fee_schedule	
3	Clearance responses	Sponsor name_2025MTP_MHPC Sponsor name_2025MTP_MIFW Sponsor name_2025MTP_MNAP	
4	Project Maps – Vicinity Project Maps – Site Project Maps – GIS/GPS	Sponsor name_2025MTP_map_vicinity Sponsor name_2025MTP_map_site Sponsor name_2025MTP_map_data	
5	Planning process (if applicable) CEO letter re permits	Sponsor name_2025MTP_planng Sponsor name_2025MTP_CEO	
6	Designer/Construction Manager qualifications MCC commitment	Sponsor name_2025_MTP_dsgnqlfctn Sponsor name_2025_MTP_MCC	
7	Evidence of planned dedicated maintenance	Sponsor name_2025_MTP_mntnce	
8	Additional Support documentation You may include a project proximity map, photos, letters of support and or other grant specific support documents as you feel they may add to your effort.	Sponsor name_2025MTP_proximity_docs Sponsor name_2025MTP_project_photos Sponsor name_2025MTP_project_los Sponsor name_2025MTP_project_press Etc, follow above naming protocol for any other documents	
Make your file names as short as possible -		"City of Trailville_2025MTP_application" condensed to - "Trlvle_2025RTP_app" etc..	