



# Maine Trails Program

## 2026 Grant Application

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

### Grant Application Checklist

To apply for a Maine Trails Program (MTP) grant, you must complete the Grant Application form and submit the additional documents listed below. These must be submitted together with the Grant Application and should be prepared before beginning the application.

#### Required Supporting Documentation:

- **1. [Budget Worksheet](#)** – Complete and submit the Budget Worksheet with the application. (You **must** submit the budget using this template.)
- **2. Land Tenure/Control/Use Permit and User Fees** – Depending on how the project site is accessed, submit documentation to prove the applicant has the legal right to implement a project on the site (e.g. a property deed, easement, or use agreement). Include a user fee schedule if one is required for the project.
- **3. State Agency Review Letters** – All projects must be pre-approved by the following state agencies: **Maine Inland Fisheries & Wildlife (IF&W)**, the **Maine Natural Areas Program (MNAP)**, and the **Maine Historic Preservation Commission (MHPC)**. You are responsible for contacting each agency independently to request a project review. (If you submitted an unsuccessful MTP application in 2025 and obtained agency review letters then, you may resubmit the same letters this year if the project is being resubmitted with no substantive changes to the proposed scope of work.) Please provide the required information listed below to each office and attach the final approval letters from all three agencies to your Grant Application.
  - **Maine Inland Fisheries & Wildlife** – Due to the mapping and research involved, expect IF&W reviews to take 45 days from the time a complete request is submitted. To request a project review, send an email to [IFWEnvironmentalreview@maine.gov](mailto:IFWEnvironmentalreview@maine.gov) with the following information:
    - Within the email body, please specify the intent to use MTP funds for the project. Ensure the organization’s name and details are included, along with the sender's direct contact information.
    - Describe the scope of work:
      - Explain the extent of any proposed ground disturbance, approximate dates of construction, and list any heavy machinery or loud equipment use.
      - Describe project details, such as: how the trail will be used; the trail surface (natural, gravel, stone dust, etc.); if any trees need to be removed and to what extent; the trail length and width and if it’s being rerouted; if any herbicides or pesticides will be used and what kind; and the length and width of any bridges or culverts that will be installed or modified.
      - If the project includes installation or modification of bridges or culverts, provide clear photos of each site, keyed to the map and scope of work.
    - Submit a map clearly showing the boundaries of the project and the location of the project within the state. (Use multiple maps if necessary.) IF&W prefers maps in GIS shapefile or KMZ file format.
  - **Maine Natural Areas Program** – To request a project review, send an email to [maine.nap@maine.gov](mailto:maine.nap@maine.gov) and attach the following information:
    - A cover letter indicating that MTP funds will be used for the project and describing the scope of work:

- Description of the extent of any proposed ground disturbance, approximate dates of construction, and a list of any heavy machinery or loud equipment to be used.
  - A map clearly showing the boundaries of the project, and the location of the project within the state. MNAP prefers maps in GIS shapefile or KMZ file format.
- **Maine Historic Preservation Commission** – Review the [Required Information](#) website for more resources, including how to create a topographic quad map and examples of good photos. MHPC reviews require a minimum of 30 days from the time a complete request is submitted. To request a project review, send an email to [MHPCprojectreview@maine.gov](mailto:MHPCprojectreview@maine.gov) with the following required information:
- Attach a cover letter clearly stating that the project will use MTP funds, provide a description of the project, and list any permits needed (local, state or federal). If the project includes any federal monies, explain. (Do not include this information in the body of the email; be sure to attach it in a cover letter document.)
  - Attach a *USGS topographic quad map* (find instructions on the [MHPC website](#)) with the project corridor, or project sites along the corridor, clearly and accurately labeled.
  - Attach clear, unobstructed photos of affected river or stream shorelines, keyed to the relevant map.
  - Provide photos of any structures that will be directly impacted by the project (stone walls, bridges, culverts, buildings, etc.), as well as photos of any buildings over fifty years of age that will have a view of the project. All photos of buildings should be keyed to the USGS topographic quad map, tax map, or a site plan. If no buildings over fifty years of age exist in the vicinity, please indicate this in writing.
  - Specifications, plans, concept sketches and/or drawings should be submitted if available.
- **4. Project Maps** – You must submit at least two maps with your Grant Application form.
- **Vicinity Map** – showing where project is located in the state.
  - **Site Location and Connection Map** – showing the precise location of the project. It must clearly indicate the trail corridor and identify proposed work sites on the trail. If applicable, use this map to show direct connection to other trail systems, greenways, or conservation lands.
- **5. Letter from CEO/LUPC and copies of permits** – Provide a letter from the local Code Enforcement Officer (or Land Use Planning Commission in Unorganized Territories) listing the permits needed for the project. Include copies of those permits with the Grant Application form.
- **6. Optional Supporting Documentation** –
- Project design, construction, or build experience (e.g., resume, CV, examples of past projects)
  - Project timeline
  - Project maintenance plan
  - GIS/GPS shapefile of the project boundaries or latitude/longitude of the project location
  - Letters of support from the community
  - Additional maps, photographs, and diagrams
  - Other documentation that might be useful in describing the project