

## INSTRUCTION SHEET FOR COMPLETING A FUNDING REQUEST

As we prepare to transition to a new grant management platform in Q1 2025, you will notice updates to our funding request forms. While the information we collect remains unchanged, the current system will temporarily lose the ability to automatically populate organization names. Therefore, we ask that you have the following details ready before beginning your funding request:

### Required Information

1. **Your Organization Name**

Please enter your organization name exactly as it appears on your Memorandum of Agreement (MOA).

2. **HA Number**

This is a unique identifier for your organization and can be found on your approval email and on previous funding approvals. If you are unsure of your HA number, please contact your [Workforce Development Coordinator](#) for the detail.

3. **Training Provider**

Provide the name and details of the training provider. An alphabetical list of some of the most used third-party training providers in our system is available here: <https://www.mccs.me.edu/wp-content/uploads/Center-TrainingVendors-MostFreq-Jan2025-1.xlsx>. Note you are not restricted to this list of providers; it is provided to match details for manual entry.

4. **Training Information**

Include specifics about the training program, such as title, course description, start/end dates, objectives, and cost detail.

5. **List of Trainees**

Using the template provided on the form, submit a complete list of trainees, including job title and email. Please note that this data is essential to the grant process.

You will receive a copy of the training request upon submission.

### Important Notes

**Accuracy matters.** The information you provide must be entered manually during this transition period. Please double-check for accuracy, as this data is critical to ensure timely processing and accurate reporting to our grantors.

**Temporary inconvenience.** We understand the inconvenience of manual data entry and assure you that this is a temporary measure. The new grant management system will bring an improved, user-friendly experience.

### Support

We appreciate your patience during this transition. If you have any questions or need assistance, please reach out to your [Workforce Development Coordinator](#).

Thank you for your continued partnership and cooperation.