

## 2026 IMMIGRANT-LED ORGANIZATIONS FUND APPLICATION: HOW-TO

This document was created to support groups applying to the 2026 Immigrant-Led Organizations Fund through [Maine Initiatives' grant management portal](#). It includes recommendations and application how-tos. Please contact [ilofund@maineinitiatives.org](mailto:ilofund@maineinitiatives.org) if you have any additional questions about your online application.

1. Recommendations: Page 1
2. How to Log In or Create an Account: Page 2-3
3. How to Apply Online: Page 4-9

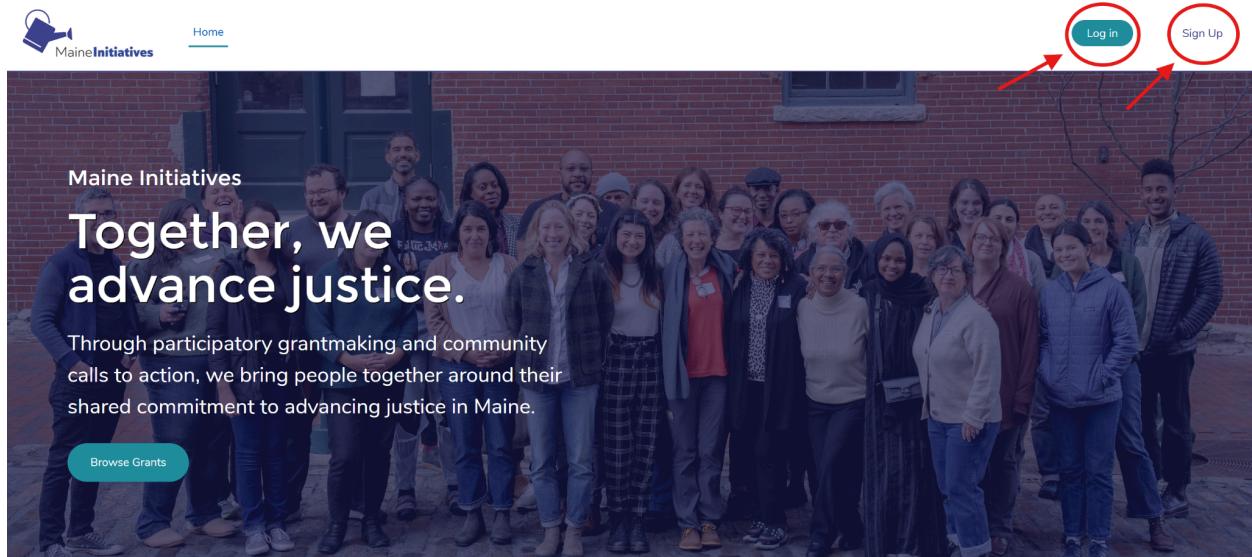
### RECOMMENDATIONS

- We highly recommend completing this application on a computer or tablet for the optimal user experience.
- We encourage you to review [this pdf with all of the application questions](#) in advance to prepare your responses. Once you begin the online application, you will be able to save your progress and resume at a later time.
- You will need to include your organization's financial information. Please be prepared to provide specific information such as your annual operating expenses from the most recently completed fiscal year and proof of your 501(c)(3) status (EIN), or fiscal sponsorship.
- The term 'organization' will be used throughout the application to refer to all applicant groups.

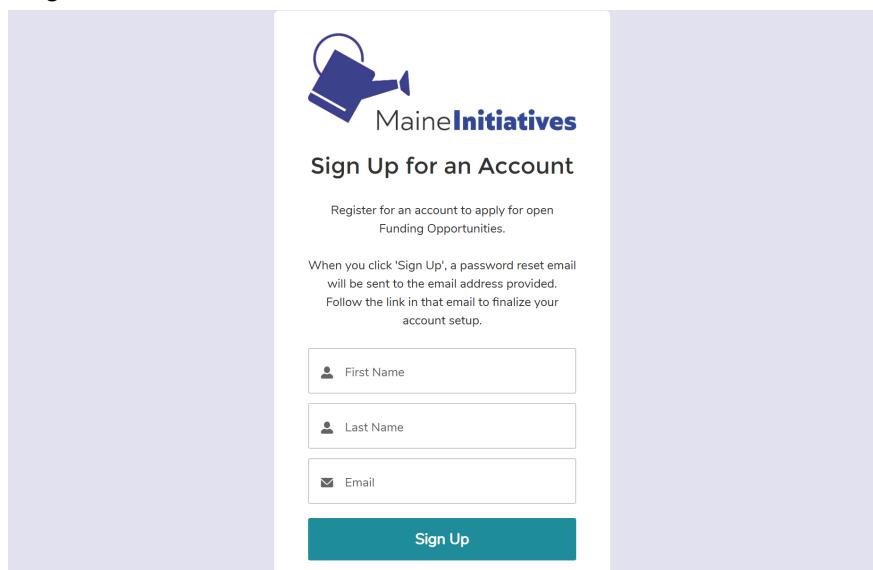
## 1. HOW TO LOG IN OR CREATE AN ACCOUNT

1. From the home page, select ‘Log in’ in the upper right corner if you already have an account and enter your log in information. (If you cannot remember your password, click ‘Forgot Your Password?’ and follow the instructions to reset your password).

Select ‘Sign Up’ in the upper right corner if you need to create an account.



2. Fill in your first name, last name, and email address.
  - a. We recommend using an email address associated with your organization.
  - b. If you plan to regularly submit applications for multiple organizations from the same email address, please reach out to us directly to set up your user account and login information.



**Maine Initiatives**

**Sign Up for an Account**

Register for an account to apply for open Funding Opportunities.

When you click 'Sign Up', a password reset email will be sent to the email address provided. Follow the link in that email to finalize your account setup.

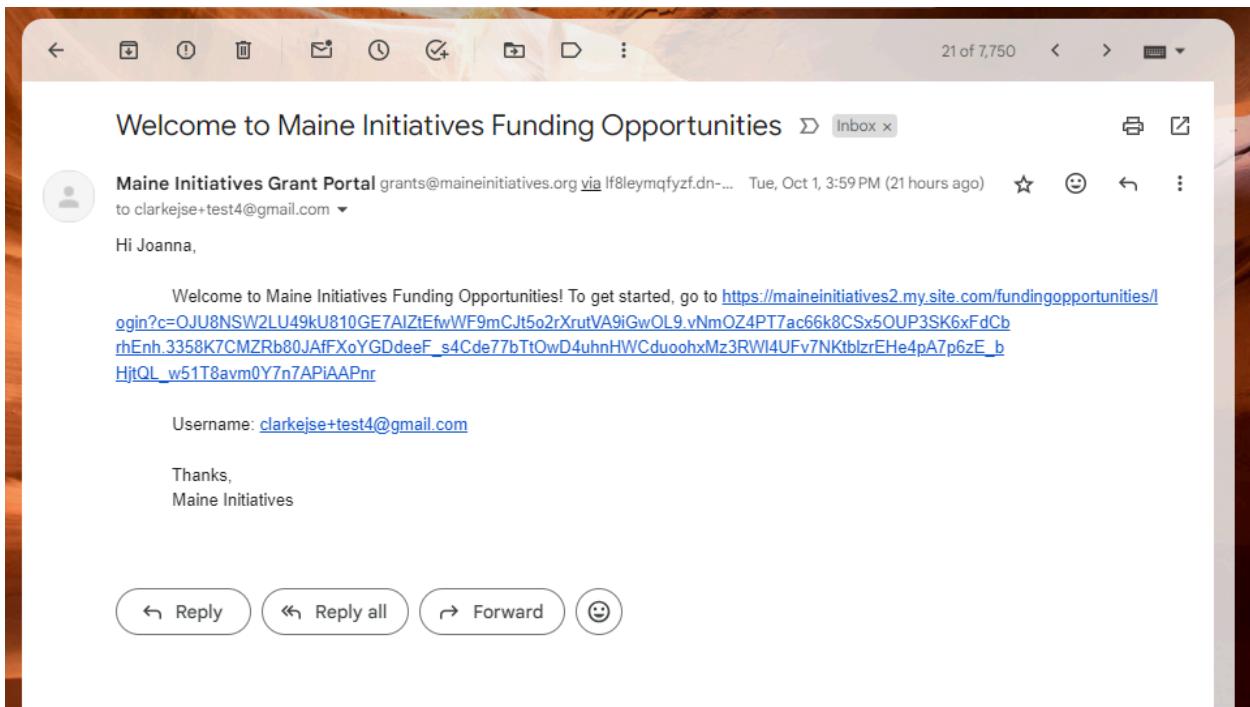
First Name

Last Name

Email

**Sign Up**

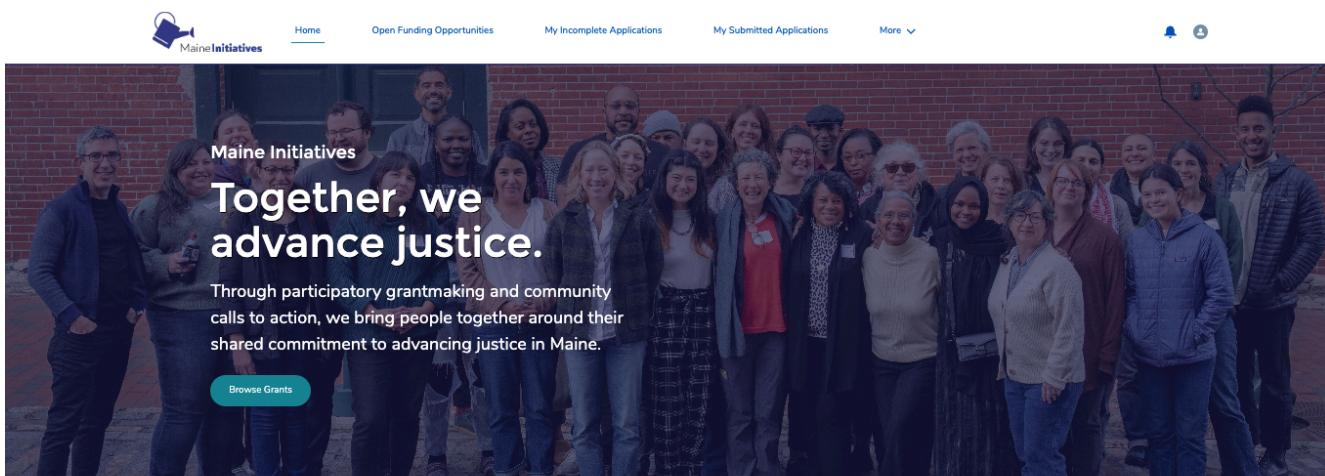
3. Upon clicking the 'Sign Up' button, you will receive a password reset email at the email address you entered. Follow the link in that email to set your password.



4. Congratulations! You can now login to the grant portal at any time!
  - a. After your first application submission your profile will automatically add basic information about your organization to future applications. There will be a function in every application that allows you to request updates to your organization's profile.

## 2. HOW TO APPLY ONLINE

1. Once registered and logged in, your home page will look a little different.
  - a. You will now have an option in the top menu bar to view Open Funding Opportunities.
  - b. You will have access, via the user icon in the top right corner, to view your information and request updates.
  - c. You may see a banner asking for more information about your organization. If you click on the link in that banner you can submit information about your organization which will automatically populate in future grant applications. You can also skip this step and the information will be populated by your completed grant application.
2. From your home page you can click on '**Open Funding Opportunities**' or the '**Browse Grants**' button to be taken to a listing of open applications.
  - a. You can click the 'Learn more about the ILO Fund here.' to be taken to the ILO Fund page on the Maine Initiatives website.



### Our Grant Programs

#### Immigrant-Led Organizations (ILO) Fund

The Immigrant-Led Organizations (ILO) Fund supports immigrant flourishing in Maine. We fund and strengthen the ecosystem of nonprofit, community-based organizations led by and serving Maine's immigrants, refugees, asylees, migrant farm workers, and those who are undocumented.

Applications for the 2026 ILO Fund will be accepted January 15 - February 22 2026.

To apply, login in the upper right hand corner of this page to access your existing account or create a new one. Once logged in, click on "Open Funding Opportunities" at the top of the page to find the 2026 ILO Fund Application.

Learn more about the ILO Fund [here](#).

#### The Giving Project

The Giving Project Fund for Community Organizing is a participatory grantmaking program that provides unrestricted, general operating support to community organizing groups advancing justice (economic, environmental, racial, and social) and tribal sovereignty in Maine, unceded Wabanaki Territory.

Not currently accepting applications.

Learn more about The Giving Project [here](#).

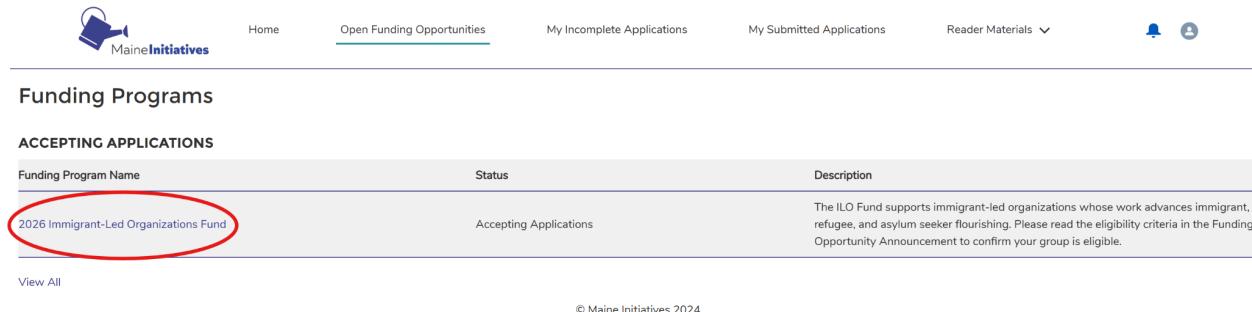
#### Grants for Change

Grants for Change is a grantmaking and community organizing program. It funds and strengthens Black, Indigenous, and/or People of Color (BIPOC)-led and -serving nonprofit organizations advancing racial justice, and engages and connects people in Maine around shared values of racial justice and equity.

Not currently accepting applications.

Learn more about Grants for Change [here](#).

3. From the Open Funding Opportunities list, click on the funding program name '**2026 Immigrant-Led Organizations Fund**' to be taken to an overview of the program and start your application.



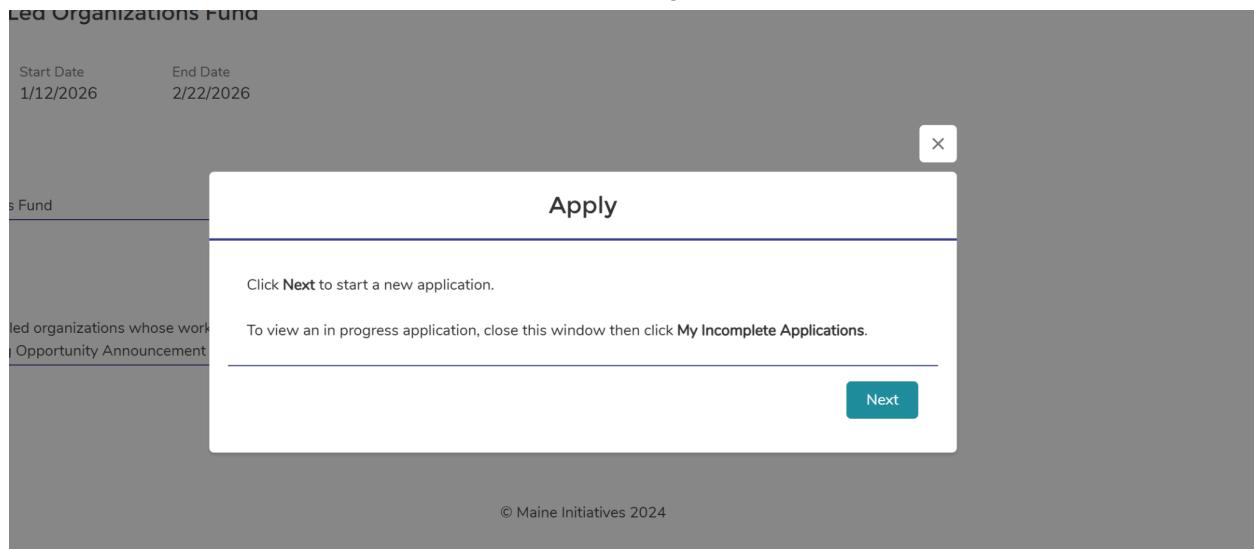
The screenshot shows the 'Open Funding Opportunities' section of the Maine Initiatives website. At the top, there is a navigation bar with links for Home, Open Funding Opportunities (which is underlined in blue), My Incomplete Applications, My Submitted Applications, Reader Materials (with a dropdown arrow), a bell icon, and a user profile icon. Below the navigation, the page title is 'Funding Programs'. Under the heading 'ACCEPTING APPLICATIONS', there is a table with three columns: 'Funding Program Name', 'Status', and 'Description'. The first row in the table is highlighted with a red circle. The 'Funding Program Name' column contains '2026 Immigrant-Led Organizations Fund', the 'Status' column contains 'Accepting Applications', and the 'Description' column contains a brief text about the fund's purpose and eligibility criteria. At the bottom of the table, there is a 'View All' link and a copyright notice: '© Maine Initiatives 2024'.

4. Click the '**Apply**' button beneath the program overview to start your application.



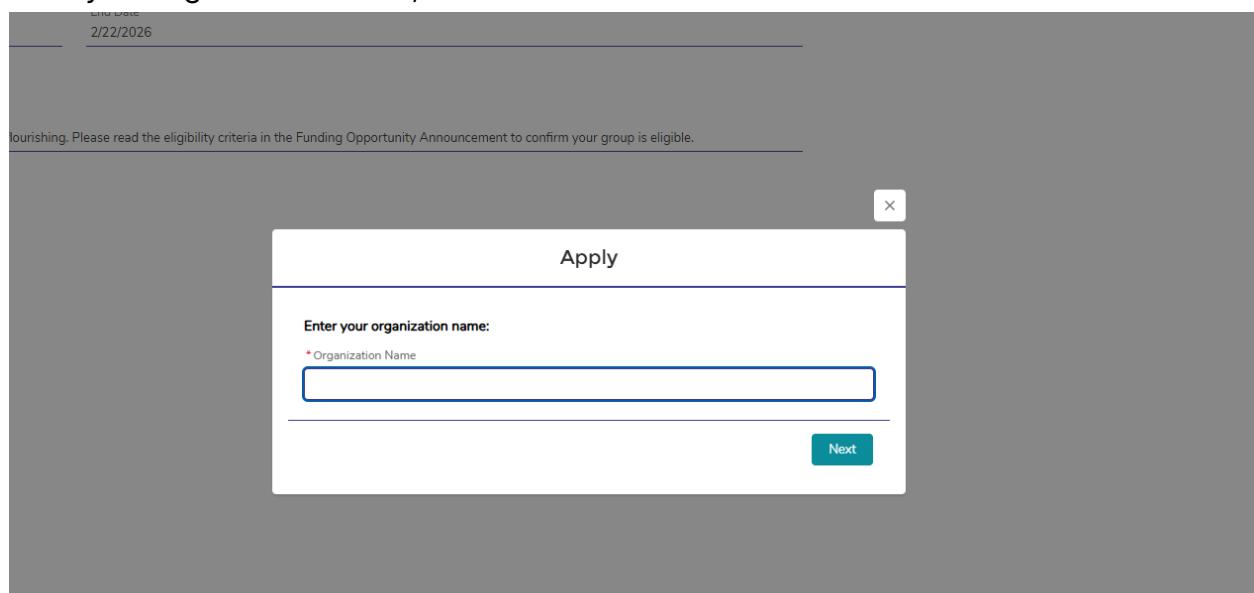
The screenshot shows the '2026 Immigrant-Led Organizations Fund' program overview page. At the top, there is a navigation bar with links for Home, Open Funding Opportunities, My Incomplete Applications, My Submitted Applications, Reader Materials (with a dropdown arrow), a bell icon, and a user profile icon. Below the navigation, there is a section for the 'Funding Program'. It includes a small icon of a building, the text 'Funding Program', and the program name '2026 Immigrant-Led Organizations Fund'. Below this, there is a table with three columns: 'Status', 'Start Date', and 'End Date'. The 'Status' column shows 'Accepting Applications', the 'Start Date' is '1/12/2026', and the 'End Date' is '2/22/2026'. Further down, there is another table for 'Funding Program Name' and 'End Date', showing '2026 Immigrant-Led Organizations Fund' and '2/22/2026' respectively. Under the heading 'Mission', there is a 'Description' section with a brief text about the fund's purpose and a link to the 'Funding Opportunity Announcement'. At the bottom of the page, there is a large red circle around the 'Apply' button, which is a green button with white text. The copyright notice '© Maine Initiatives 2024' is at the very bottom.

5. A pop-up window will appear. Click '**Next**' to begin.



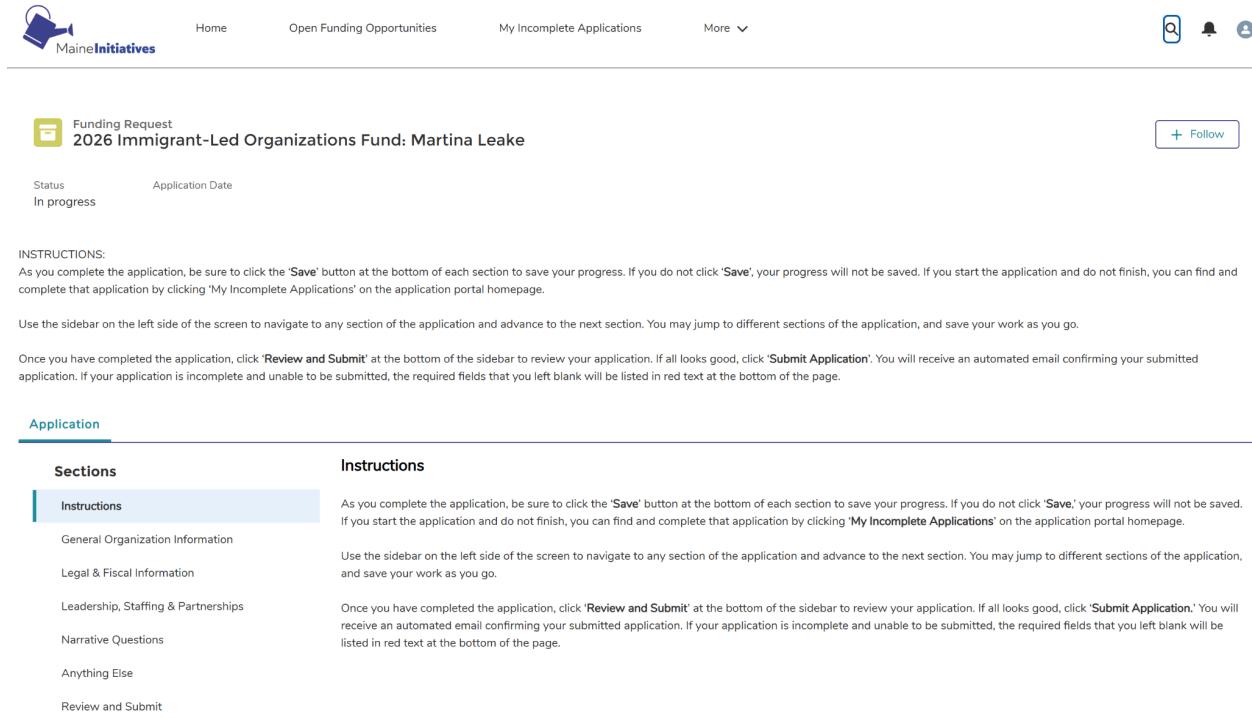
The screenshot shows a dark gray application interface for the Immigrant-Led Organizations Fund. In the center, a white 'Apply' window is displayed. The window has a close button ('X') in the top right corner. The title 'Apply' is centered at the top. Below the title, there is a message: 'Click **Next** to start a new application.' and 'To view an in progress application, close this window then click **My Incomplete Applications**.' At the bottom right of the window is a teal 'Next' button. The background of the application shows 'Start Date' as 1/12/2026 and 'End Date' as 2/22/2026. The bottom right corner of the application window contains the text '© Maine Initiatives 2024'.

6. Enter your organization name, then select '**Next**' to continue.



The screenshot shows the same application interface as the previous step, but the 'Apply' window now contains a form for entering organization information. The title 'Apply' is at the top. Below it, the text 'Enter your organization name:' is followed by a red asterisk and the label 'Organization Name'. A large input field is provided for entering the name. At the bottom right of the window is a teal 'Next' button. The background of the application shows 'End Date' as 2/22/2026. The bottom right corner of the application window contains the text '© Maine Initiatives 2024'.

7. Your application has now been saved in the system and you can begin completing your application. **Please read the instructions on how to save your progress as you work through your application.** To return to an in-progress application, click 'My Incomplete Applications' at the top menu bar.



The screenshot shows the Maine Initiatives application portal. At the top, there is a navigation bar with links for 'Home', 'Open Funding Opportunities', 'My Incomplete Applications', 'More', and user icons for search, notifications, and profile. Below the navigation bar, the main content area is titled 'Funding Request' and '2026 Immigrant-Led Organizations Fund: Martina Leake'. It displays the application status as 'In progress' and the application date. The 'INSTRUCTIONS' section provides guidance on saving progress and navigating the application. The 'Application' section is expanded, showing sections like 'Instructions', 'General Organization Information', 'Legal & Fiscal Information', 'Leadership, Staffing & Partnerships', 'Narrative Questions', 'Anything Else', and 'Review and Submit'. Each section has a brief description of the instructions.

Sections	Instructions
Instructions	As you complete the application, be sure to click the 'Save' button at the bottom of each section to save your progress. If you do not click 'Save', your progress will not be saved. If you start the application and do not finish, you can find and complete that application by clicking 'My Incomplete Applications' on the application portal homepage.
General Organization Information	Use the sidebar on the left side of the screen to navigate to any section of the application and advance to the next section. You may jump to different sections of the application, and save your work as you go.
Legal & Fiscal Information	Once you have completed the application, click 'Review and Submit' at the bottom of the sidebar to review your application. If all looks good, click 'Submit Application.' You will receive an automated email confirming your submitted application. If your application is incomplete and unable to be submitted, the required fields that you left blank will be listed in red text at the bottom of the page.
Leadership, Staffing & Partnerships	
Narrative Questions	
Anything Else	
Review and Submit	

8. Use the navigation bar on the left hand side to complete all of the application sections. **Be sure to save as you go using the "Save" button at the bottom of each section.**

9. In the final section of the application titled '**Review and Submit**', please review your full application to ensure everything is complete. You will receive an alert message at the top of the page if you have left a required field blank.

**Application**

Sections	Application Details
Instructions	<b>Organization Information</b> Organization Name Martina Test Organization
General Organization Information	
Legal & Fiscal Information	Organization Mission Statement This is my mission statement.
Leadership, Staffing & Partnerships	
Narrative Questions	What year was your organization founded? 2025
Anything Else	Mailing Address 57 Exchange Street ,Portland ,ME 04101
<b>Review and Submit</b>	Organization Website Address martinatestorg.com
	Operating income for the most recent completed fiscal year 9,000
	Operating expenses for the most recent completed fiscal year 8,700
	Counties where you work Franklin County;Lincoln County;Oxford County;Piscataquis County;Somerset County
	Top programmatic priorities for your organization Advocacy;Health and Wellness;Youth Programming
	<b>Organization Primary Contact</b> Martina Bobina
	Organization Primary Contact Title Executive Director

10. Once you are ready, click '**Submit Application**' at the bottom of the page.

What work (learning or action) are you doing in collaboration with these partners? Please describe these efforts in a few sentences.  
 We are neighbors with these organizations on our street and collaborate with them.

**Narrative Questions**

I. Your Organization (approximately 350 Words)

This is a test answer to the question regarding what Tino Test Organization seeks to achieve in 2026.

II. Your Work (approximately 300 words)

These are the programs and activities that Tino Test Organization plans on implementing to achieve our mission.

III. Advancing Immigrant Flourishing (approximately 450 words)

This is how our organization advances immigrant flourishing.

IV. Success (approximately 350 words)

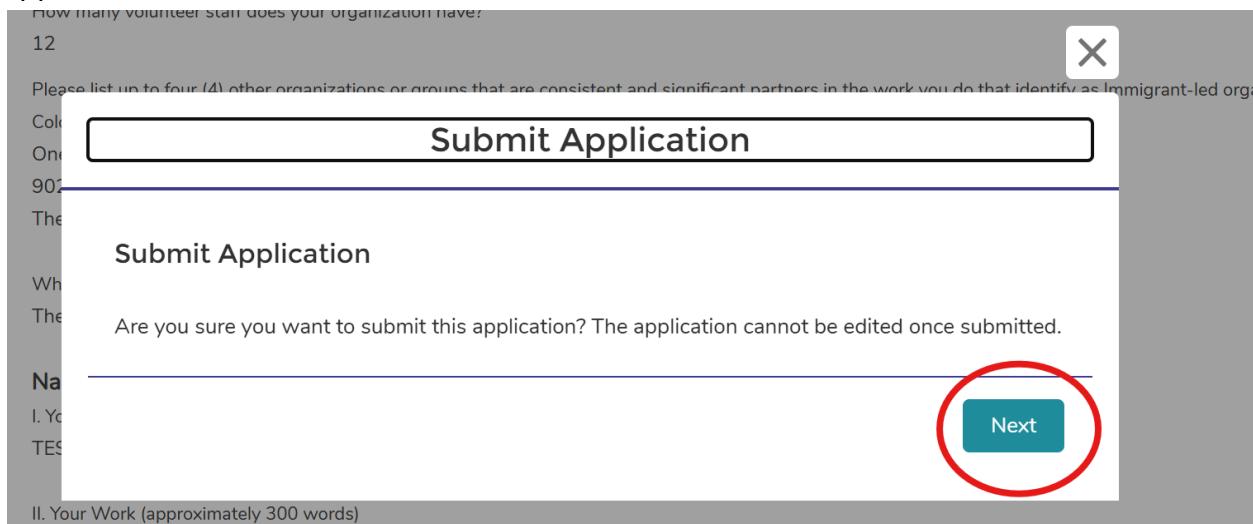
This is the story of how we know we are advancing immigrant flourishing in Maine in 2026.

**Anything Else**

Please share with us anything you wish we would have asked about but didn't or anything else that will help our Application Readers and Grantmaking Advisory Committee make their decisions.

**Submit Application**

11. Click '**Next**' and then '**Finish**' on the next two pages. You have submitted your application.



How many volunteer staff does your organization have?  
12

Please list up to four (4) other organizations or groups that are consistent and significant partners in the work you do that identify as Immigrant-led orga

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I. Yo  
TES  
II. Your Work (approximately 300 words)

**Submit Application**

Submit Application

Are you sure you want to submit this application? The application cannot be edited once submitted.

**Next**

12. You will then be taken to a review page where you will be able to see the full submitted application. You will also be able to see your submitted applications from the 'Submitted Applications' link in the top menu bar.



**Funding Request**  
2026 Immigrant-Led Organizations Fund: Martina Test Organization

Status	Application Date
Submitted	1/13/2026

**INSTRUCTIONS:**  
As you complete the application, be sure to click the 'Save' button at the bottom of each section to save your progress. If you do not click 'Save', your progress will not be saved. If you start the application and then leave, you can come back and complete that application by clicking 'My Incomplete Applications' on the application portal homepage.

Use the sidebar on the left side of the screen to navigate to any section of the application and advance to the next section. You may jump to different sections of the application, and save your work at any time.

Once you have completed the application, click 'Review and Submit' at the bottom of the sidebar to review your application. If all looks good, click 'Submit Application'. You will receive an automatic confirmation email to the email address you used in your submission.

**Application**

**Application Details**

**Organization Information**

Organization Name  
Martina Test Organization

Organization Mission Statement  
This is my mission statement.

What year was your organization founded?  
2025

13. Congratulations! You have now successfully submitted your application. You should receive a confirmation email to the email address you used in your submission. Thank you so much for your time and consideration in putting these materials together.