



Maine Rural Partners

Strengthening our rural community

INSTRUCTIONS: Inspire ME Case Studies

1. To submit an Inspire ME case study, you will need a username and password. Visit <http://www.mainerural.org/> and click on the Inspire ME logo.
2. Click on Claim Your Account on the top, right of the page.
3. Fill out the form and you'll be emailed a link to the form for entering a case study.
4. NOTE: Write down your username and password so you don't forget it.
5. Follow the links to enter your user name and password and you'll be taken to the Inspire ME form.
6. If you already have a username and password, click on the Inspire ME logo on the home page and click on Enter editors' site link on the top right of the page.
7. Click Add to bring up a blank form
8. NOTE: Click the "Save and continue editing" button at the bottom of the form every few minutes to avoid losing work.
9. At the top of the form, enter a title of your project, program, or initiative in the box labeled Title:
10. If your project is ongoing, click the check box next to the words Ongoing Project
11. Choose an appropriate category or categories for your project from the list. Scroll down to see the whole list. You can choose several if your project fits multiple categories. If the list does not include an appropriate category for your project, click the green plus sign and add a new category and parent category (ie. Health is a parent category for nutrition)
12. Project contributors
 - Contact — Click the green plus sign and enter contact information for the person people should contact for more information on your project. If that person is already available from the drop down list of Contacts, scroll down the list and select him/her
 - Partners — Add a contributing partner for your project in the same way you add a Contact (see above). Partners are the organizations or individuals who helped you on your project.
13. Content
 - Narrative Description: Add a 150–200 word description of your project. Keep the reader in mind and highlight the main points people should know about your project: who, what, when, where, how, and what benefit(s) your project has for people.
 - Recommended for duplication: Select one of the options from the drop down list that best fits your project.
 - Explain your recommendation: Explain in 150–200 words your rationale for making the above recommendation

14. Project Support
 - Decision making influences: Choose one or several from the list of influences in your decision to undertake your project. If your influence or influences do not appear, click the green plus sign to the right to add yours to the list.
 - Sources of technical assistance: Choose one or several from the list of sources you used. If yours does not appear, click the green plus sign to the right to add it.
15. General info
 - Primary impact focus: Choose from the drop down list the primary area of focus for your project
 - Total cost: enter the total cost of your project
16. Funding sources:
 - Amount: Enter the amount from each source of funding
 - Funding type: Use the drop down list or add a new type by clicking the green plus sign
 - Organization: Enter the name of the funding organization
 - Organization type: Choose from the drop down list or add a new type by clicking the green plus sign
17. Project Goals
 - Briefly describe the goal or goals of the project (20 words or less). If you need to add a new Project Goal, click the green plus sign.
 - Goal status: Choose from the status from the drop down list
18. Project Impacts
 - List, in terms of measurable outcomes (i.e. number of dollars saved, amount of reduced fuel consumption, number of people served). If you need to add a Project Impact, click the green plus sign.
19. Action steps: List each project step. Add as necessary using the green plus sign.
20. Lessons Learned: List the lessons, ideas and surprises that came from this project that might help someone else undertaking a similar project
21. Photos: If you have a digital photo on your computer, click Choose File and select the image for addition to your case study.
22. Caption: Add a caption for the photo you upload. When possible, include the names of people shown in the photo and keep your caption to 20 words or less.
23. When you are done, click save and then log out.
24. A site Administrator with Maine Rural Partners will briefly review your case study and post it to the website as soon as possible.
25. Click the "Save" button at the bottom of the page when you are done and log out.