

FY 2015 MHAA Capital Grant Full Application

Applicant

Please read the following instructions before beginning your application.

- All questions with a red asterisk (*) require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents.
- Content may be submitted in text format only and will not retain formatting such as bold, italics, or bullets.
- You can **spell-check** your work in text fields by clicking the check mark to the right of the field.
- You can **save** your work and continue the application at any time by clicking **Save and Finish Later** at the top and bottom of each page. You may also click **Next** to continue the application, which will also save your work.
- When you have completed your application and uploaded your heritage area approval letter (see below), click **Review and Submit** (you will be given a final opportunity to review your application before submitting). Once you have reviewed your application, and included all the required fields and materials, you will be able to click **Submit**.
- **You must obtain your authorization letter, and submit your final application no later than 11:59 p.m. on April 4, 2014.**
- **Submitted applications are final and can no longer be edited, so be sure to print a copy for your records.**

Before completing your application and hitting submit, you must first share a draft of your application with your local heritage area director. See the Authorization tab for full details.

The Maryland Historical Trust/Maryland Heritage Areas Authority will send confirmation that the application has been received to the email address associated with the application.

We will contact you if we have questions during our review.

Grant award decisions will be made on July 10, 2014, and you will notified by email of the final award decisions.

HOW TO UPLOAD DOCUMENTS

1. Click the "Browse" button.
2. Browse to the location of the document on your computer.
3. Highlight the document, and click "Open" or "OK".
4. Click the "Upload" button.

If you do not have documentation prepared at this point, click "Save and Finish Later" to hold the application until you have gathered the appropriate materials. You cannot submit the application and send the attachments later, unless otherwise noted.

Acknowledgement

Before beginning your application, please download and review all program guidelines, which are available [HERE](#).

Please click this box to indicate that you have read, and understand the guidelines.

No

Applicant Organization

Organization Name

Legal Name

This **must** match the name registered with SDAT.

Organization Type

Tax ID / Federal Employer Identification Number (EIN)

This is generally a 9-digit number, e.g. 52-1234567.

Mailing Address

This is the legal address of the entity as registered with SDAT.

City **State** **Zip Code**

- Select One -

Organization General Phone **Extension** **Organization General E-mail** **Website Address**

Organizational Documents

Non-profit organizations must upload copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement.

You can upload one document in each upload box. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

Additional Organizational Document

Proof of Non-Profit Status (if applicable)

If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service.

Project Contact Person

This is the person who will receive all correspondence and communication regarding the grant.

Prefix **First Name** **Last Name** **Title**

- Select One -

Contact Address (if different from above)

City **State** **Postal Code**

<None>

Contact Phone

Extension **Fax**

Email

Area of Expertise

Please upload a resume for the primary contact.

Property

Property

Property Name Address of Project Property

Is the property historically designated, or in a designated area?

If yes, please list all known designations. Please also note if the Maryland Historical Trust holds an easement on the property.

Property Significance

Briefly discuss the historical and/or cultural significance of the property. If the project is new construction, type "Not Applicable".

Map of Property

Submit a map for the project property with the location of the project property marked.

Look up the following property data in SDAT by clicking [here](#). You may also call SDAT at 410-767-1184.

Tax Account ID Tax Map Tax Parcel Square Footage of Structure

Legal Name of Property Owner or Owner Entity

Property Owner Contact Information

Prefix First Name Last Name

- Select One -

Title

Address

City **State** **Zip Code**
 <None>

Phone **Fax** **E-mail**

Relationship of Property Owner to Grant Applicant Organization

If property owner and grant applicant are the same, state "Same". If property owner and grant applicant are not the same, explain the relationship. Include information regarding any leases or users of the property.

Property Owner Consent

Upload a letter from the property owner indicating their consent to the project, and their willingness to donate a preservation easement to MHT if required. Failure to submit the required letter using the required language may result in your application being ineligible for funding. A sample letter can be found [HERE](#).

Overview

Project Title

Project refers to the specific activity for which funding is being requested.

Brief Project Description

You will complete a detailed project description later in the application. This field should provide a short summary of the key details of your project.

In which Certified Heritage Area will the project take place?

For multi-heritage area projects, select all that apply.

In which county (or counties) will the project take place?

Select all that apply.

Significance

Goals and Objectives

Explain the goals and objectives of the project. Project deliverables will be addressed in a subsequent question.

Does the project contribute to fulfilling the priorities identified in the local heritage area's management plan, five year plan and/or annual work plan?

If **yes**, please specify the section or page number of the applicable plan.

If **no**, explain how the project is consistent with the specific goals and objectives in one or more of the plans, citing the relevant section of the plan(s).

What is the tourism value of the project?

How will the project enhance the local heritage area?

Is this project urgent?

Why does this project need to proceed at this time? What will happen if it does not?

In order to be eligible for a capital grant, your project must meet at least one of these criteria.

Does the project overlap with designated local, State or Federal revitalization, preservation or conservation areas?

(This is in addition to the Certified Heritage Area).

Does the project contribute to a current broad-based regional, State or Federal initiative or contribute to activities supported by significant public investment?

Does the project site include one or more key resources that are part of a concentration of related, place-based resources?

Does the project have an extremely high potential to serve as a catalyst for additional private or public investment within the next ten years?

If yes, describe how.

Project Design

Scope of Work

Scope of Work

Describe the scope of work for the project. You may include past and future phases, but make sure that the phase you are requesting funding for is clearly defined.

Will any aspects of the project cause ground disturbance (utility lines, footings, underpinnings, grading, signage installation, etc.)?

If yes, please describe the affected areas and any mitigation measures.

Do any aspects of the project have potential to disturb lead paint, asbestos, oil tanks, or other hazardous materials?

If yes, please describe the affected areas and any mitigation measures.

Are any components of the project environmentally friendly through their design or construction materials?

If yes, please describe.

Timeline

Project Start Date

The date you plan to start work.

Project End Date

Should be no more than two years from the project start date.

Key Steps and Timeline

Provide an outline schedule / sequence for the project. Include other phases (identified as outside the grant project) if applicable.

Before completing the budget fields below, complete a detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#).

Budget Detail

Once you have completed the budget detail, upload it here as an Excel file, and use those figures to complete the Budget fields below.

Budget

Grant Funds Requested

The maximum amount you can request for a capital project is \$100,000.

24000

Required Cash Match

This amount must be at least 75% of the grant funds requested above.

Identify the source(s) of any cash funds your organization has in hand for this project.

Documentation for these funds must be submitted as part of this application. Include the source of funding, amount, and date of availability.

Identify any other cash funds or financial support your organization has a commitment for relative to this project.

Documentation for these funds must be submitted as part of this application. Include the source of funding, amount, and date of availability.

In-Kind Match

This amount cannot be more than 25% of the grant funds requested above.

Identify the in-kind support the project will receive.

This includes volunteer time, as well as donations of equipment, supplies or services. Include the source of the in-kind donation, amount, and date of availability.

Total Match

Click the calculator to autofill. The total match must equal the amount of grant funds requested.

0 

Other Project Costs

If your project includes other costs in addition to the grant request and required matching funds listed above, please put the total here.

Total Project Cost

Click the calculator to autofill.

24000 

Describe your organization's efforts to fund this project from sources other than this grant program, as well as the sources of funding for any Other Project Costs.

Include grants from non-state agencies that you have applied for but do not know the outcome, loan applications in progress, or research into possible funding options.

Describe any state funds that are already committed for this project.

State funds may not be part of the match for the project.

You must provide documentation for your cash match.

Cash match must be in-hand or committed by June 15, 2013. If you are not able to provide documentation for your match at the time of application, you must provide documentation of a back-up source of match. If you are not able to provide documentation at the time of submission, please email your match documentation to MHT.grants@maryland.gov by June 15, 2014.

Project Mgmt

Project Management

Describe your organization's administrative and financial experience and ability to manage a grant of this type.

Identify other grants your organization has received and successfully managed.

Key Individuals Within the Applicant Organization

Identify any key individuals within the **applicant** organization who will be involved in the implementation of this project. Do not include the primary contact already identified in the "Applicant" tab.

Prefix	First Name	Last Name	Title or Role	Area of Expertise
<None>				

Staff Resume

Prefix	First Name	Last Name	Title / Role	Area of Expertise
<None>				

Staff Resume

Prefix	First Name	Last Name	Title / Role	Area of Expertise
<None>				

Staff Resume

Additional individuals (if space is needed - please upload their resumes on the Attachment page at the end of the application.)

Consultants

Identify any key individuals **outside** of the applicant organization who will be involved in the implementation of this project (i.e. contractors or consultants who have already been selected).

Prefix	First Name	Last Name	Title / Role	Area of Expertise
<None>				

Company

Consultant Resume

Prefix	First Name	Last Name	Title / Role	Area of Expertise
<None>				

Company

Consultant Resume

Prefix	First Name	Last Name	Title / Role	Area of Expertise
<None>				

Company

Consultant Resume

Additional consultants (if space is needed - please upload their resumes on the Attachment page at the end of the application.)

Deliverables

Deliverables

What tangible products will the project produce?

If the project product(s) include items that require ongoing maintenance, commitment, repair or replacement, how will this be carried out and paid for in the future?

This can include signage maintenance and replacement; trail maintenance; exhibit wear and tear; or website/smart phone app fees and updates. For technology items, please discuss how long the product will be live and active.

Impact

Does the project contribute to the acquisition, preservation or conservation of significant historic, natural, archeological or cultural resources?

If so, please describe how.

Does the project utilize methods or techniques that are unique and innovative? Does it have the potential to be a model for other projects?

Describe how this project will stimulate other activities, programs, projects, or partnerships throughout the community.

Education Projects

If your project includes activities for Pre-K - 12 Education activities, you **must** answer these questions.

Explain how the project will contribute to Pre-K through 12 education.

This can include curriculum development, teacher training, implementation of curricula, education product development, educational programs or activities to encourage visitation by school groups.

Please provide documentation that you have consulted with either the Maryland State Department of Education and / or your local school system on this project.

Archeology Projects

If your project includes archeological activities, you **must** answer the following question.

Explain how the project will contribute to archeological work in the heritage area(s).

Indicate how the project addresses one or more of the eligible types of archeology activities (see the help box for details).

Natural Resource Projects

If your project includes activities relating to natural resources, you **must** answer the following questions.

Does the project relate to local Land Preservation Park and Recreation Plans, annual Open Space plans, or state and nationally designated byway and trail management plans?

If yes, please detail which plan(s) and the plan components the project addresses.

Explain how the project will protect or enhance natural resources in the heritage area(s).

Indicate how the project addresses one or more of the eligible types of natural resource activities (see the help box for details).

Public Benefit

Public Benefit

Describe the benefit of the completed project to the general public.

What hours per day, days per week, and months per year is the project open to the public?

If the project is not open regular hours, please indicate how access is made available.

What amenities are available to the public at the property?

This includes restrooms, water, parking, interpretation (guided tours, self-guided tours, signage, brochures), etc.

What provisions exist or will be made for physical or programmatic access by individuals with disabilities?

How will the completed project benefit minority individuals or groups?

How will you ensure that the general public will learn about your new product(s)?

Will the local jurisdictional tourism office / Destination Marketing Organization (DMO) be involved in this project?

If so, how?

Local Commitment

Please list the elected officials from whom you have requested letters of support. You must have letters from a State Delegate, a State Senator, and a local government official.

If you have copies of the support letters, you can upload them here.

State Senator

State Delegate

Local Elected Official

List the other individuals from whom you have requested letters of support, and their titles and organizations.

If you have copies of the letters of support, you can upload them here.

If you have more than three letters, you can upload additional letters on the Attachments Page at the end of the application.

Letter of Support

Letter of Support

Letter of Support

Special Programs and Initiatives

If your project involves any of the following special initiatives, please check the applicable boxes.

If you selected a special initiative, please describe how your project incorporates that topic.

Authorization

Before completing your application and hitting submit, you must first share a draft of your application with your local heritage area director. Contact information for the heritage areas is available below. Copy the correct heritage area director's email, and then click the *Exit* link in the upper right corner of the page. You will need to log into your account again, and then click the "eye" icon to the right of the application you want to share. You can then add the heritage area director as a Viewer on your application. Each heritage area has different draft submission deadlines, and if the due date is not listed with their contact information, you must check with them for their submission dates. Once the local heritage area review is complete, the heritage area director will provide you with a letter approving your submission, which you must upload on the Authorization page of your application before you will be able to submit it. You must obtain this letter and submit your final application no later than **11:59 p.m. on April 4, 2014.**

Heritage Area Authorization

In order to submit your application, you must first obtain an authorization letter from your local heritage area. Once you have obtained that letter, you can upload it here. Contact information for the twelve certified heritage areas is listed below for your convenience.

The following is a list of Heritage Areas and the associated Director.

Heritage Area Director	Heritage Area Director
Anacostia Trails Heritage Area (Prince George's) Mr. Aaron Marcavitch, Executive Director 301-887-0777 aaron@anacostiatrails.org Deadline: March 12, 2014	Annapolis, London Town, and South County Heritage Area (Four Rivers Heritage Area) (Anne Arundel) Dr. Carol Benson, Executive Director Annapolis, London Town, and South County Heritage Area, Inc. 410-222-1805 Heritage_Area@aacounty.org Deadline: February 28, 2014
Baltimore City Heritage Area (Baltimore City) Mr. Jeffrey P. Buchheit, Director 410-878-6411 jbuchheit@baltimoreheritagearea.org Deadline: March 7, 2014	Canal Place Heritage Area (Allegany) Ms. Deidra L. Ritchie, Executive Director 301-724-3655 dritchier@canalplace.org Deadline:
Mountain Maryland Heritage Area (Garrett) Dawn M. Hein, Heritage Manager 301-387-2050 dawn@garrettchamber.com Deadline: March 7, 2014	The Heart of Chesapeake Country Heritage Area (Dorchester) Ms. Amanda Fenstermaker, Tourism Director 410-228-1000 amanda@tourdorchester.org Deadline: February 21, 2014
Heart of the Civil War Heritage Area (Carroll, Frederick, Washington) Ms. Elizabeth Scott Shatto, Director 301-644-4042 lshatto@fredco-md.net Deadlines: Draft, February 13, 2014; Final, February 28, 2014	Lower Eastern Shore Heritage Area (Somerset, Wicomico, Worcester) Mr. Jay Parker, Executive Director 410-677-4706 leshc1@aol.com Deadline:
Lower Susquehanna Heritage Greenway Heritage Area (Harford and Cecil) Ms. Mary Ann Lisanti, Executive Director 410-457-2482 lshgtrails@aol.com Deadline:	Montgomery County Heritage Area (Montgomery) 301-515-0753 director@heritagemontgomery.org Deadline:
Southern Maryland Heritage Area (Calvert, Charles, St. Mary's) Ms. Roz Racanello, Executive Director	Stories of the Chesapeake Heritage Area (Caroline, Kent, Queen Anne's, Talbot) Ms. Gail Owings

301-274-4083
SoMDHeritage@tccsmd.org
Deadline:

410-778-1460
info@storiesofthechesapeake.org
Deadline: February 21, 2014

Release & Consent

MHAA and MHT regularly share information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHAA and MHT for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings.

Photographs of the project which have been taken by MHAA or MHT staff may also be made available to the public.

In rare cases, additional application information may be requested by the public under Maryland's Access to Public Records Act (the "Act").

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the Project for which I have requested financial assistance, and I hereby authorize MHAA and MHT to print, publish or post pictures of the Project and to make application materials available to the public.

I Agree.

No

If you consider information in this application confidential and do not want it made available to the public, please indicate your objections in writing and upload your letter below.

Upload your letter of objection, if applicable, here.

I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act.

No

I, the undersigned, certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization.

No

Full Name and Title of Legally Authorized Signer