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TO: MHT Non-Capital Historic Preservation Grant Electronic Application Users

DATE: February 17, 2009

RE: Instructions for the FY 2010 Electronic Application

Attached is the electronic version of the Maryland Historical Trust Non-Capital Historic Preservation Grant Application for the 2010 Fiscal Year. There are three separate documents that you need in order to complete the FY2010 Non-Capital Grant Application. These documents are:

- 1. The Non-Capital Historic Preservation Grant Application Guidelines and Instructions**
- 2. This Non-Capital Grant Application, and**
- 3. The MHT FY 2010 Intention to Apply form**

The Non-Capital Historic Preservation Grant Application Guidelines and Instructions and the MHT FY 2010 Intention to Apply form must be downloaded separately from the MHT website at www.marylandhistoricaltrust.net under "forms and documents." Please read the items below as they refer specifically to the electronic Non-Capital Grant Application.

This application is a Microsoft Word form document. Please download it from the MHT website and save it to your computer using a different file name.

All items on the electronic application that require a response from the applicant are represented by gray squares or brackets. If you do not see gray squares or brackets in your document, you may have to turn on "Bookmarks." Do this by going to the "Tools" menu, clicking on "Options," and then clicking on the "View" tab. Select the "Bookmarks" check box. The gray squares or brackets should now appear in the form section of the application.

Clicking on a gray square or bracket will enable you to insert a response to a question. The text areas are expandable. As you type, the text areas will expand to allow text to run beyond the visible space. When typing, please keep in mind that each section must not exceed the maximum number of pages stated in the application guidelines. Parts I, III and IV should not exceed one (1) page each. Part II should not exceed seven (7) pages.

This document may be filled-in on a computer, but you must submit to the Maryland Historical Trust a printed application, with original signature and attachments, and ten (10) copies of the application (with all attachments) by the deadline of **March 27, 2009**. In addition, you must email a copy of this application to the Trust at ndiehlmann@mdp.state.md.us. Your application will NOT be accepted as complete if it is faxed or emailed to our office. Sending in the electronic application ahead of the hard copy will not secure your place in our review process should your hard copy and attachments fail to reach our office by the postmark deadline. If your entire application package is not submitted with a postmark on or before March 27, 2009, your project will not be reviewed.

If you have any questions, please contact Nicole Diehlmann at 410-514-7625 or ndiehlmann@mdp.state.md.us.

MHT NON-CAPITAL GRANT APPLICATION
FISCAL YEAR 2010

PART I – GENERAL INFORMATION:

1. Applicant Information

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Street Address (If different from above) _____

County _____ State Legislative District _____

Federal Employer Identification Number _____ Applicant/Organization Website Address (if applicable) _____

2. Project Contact Person Information

Contact Person Name _____ Contact Person Title _____

Mailing Address (if different than above) _____

City _____ State _____ Zip Code _____

Contact Daytime Telephone Number _____ Contact E-mail Address _____

3. Project Information

- a. Provide a project title: _____
- b. Will the project affect heritage resources at an address different from the applicant's? Yes No
If so, provide that address: _____
- c. Is the project located within a state certified Priority Funding Area? Yes No
- d. What is the focus of your project? **PICK ONLY ONE.** Research and Documentation
 Education
 Preservation Planning
(See page 9 of the instructions for explanation of project categories)
- e. Provide a brief project narrative describing the purpose of the project and any project products:
(Use only the space provided below – response is limited to 500 characters. Part I of this application must not exceed one page.)

4. Project Budget (All figures must match those provided on the Project Budget in Part III of this Application)

Amount of Funding Requested from Maryland Historical Trust:	MHT Grant \$ _____	(A)
Applicant Funds: Add line (B) and line (C) to equal line (D). Other project funding, both cash and in-kind, may include individual donations or pledge agreements to provide direct funding for the proposed project or to provide in-kind services.	Applicant Cash \$ _____	(B)
	Applicant In-Kind \$ _____	(C)
	Total Match = _____	(D=B+C)
Total Project Cost: Add line (A) and line (D)	Total Project Cost \$ _____	(A+D)

PART II - PROJECT DESCRIPTION (not to exceed seven (7) pages):

5. Project Overview

Briefly explain why your project needs to be completed. Explain what previous work has been accomplished related to the project and how this project will provide new information and build on our current understanding of Maryland's architectural, archeological and cultural history.

6. Significance of Affected Resources

Describe the architectural, archeological or cultural resource(s) affected by this project. Explain how the resource(s) possesses architectural, archeological or cultural significance to the nation, State or local community.

7. Need

A. Make your case for why the architectural, archeological or cultural resource(s) is imminently endangered (e.g. by development pressures, erosion, neglect, age, illness). Explain what risk there is to the resource if project is not completed now.

B. Explain how there is a rare window of opportunity for the completion of the project (e.g. available scholar, other complementary projects).

8. MHT Goals

Explain how your project furthers MHT's goals of encouraging historic resource protection and raising public awareness of Maryland's architectural, archeological and cultural heritage.

9. Project Phases

A. Is this a phased project?

Yes No

B. If yes, for what phase are you currently seeking funding:

Phase ____ of ____

C. If yes, briefly describe each project phase clearly indicating for which phase you are seeking funding.

10. Project Methodology

State your project goals and describe how you will complete this project, outlining each step you will use to achieve your goals. Be as specific as possible.

11. Project Timetable

A. Are you ready to start work upon approval?

Yes No

B. Provide a timeline with specific deadlines for each step in your project methodology.

[Earliest project start must not be prior to September 1, 2009.]

12. Project Products

Describe what tangible products you will generate as a result of this project.

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13. Project Personnel

- A. Project Coordination:** Describe who will direct the project and who will be responsible for the various components of fieldwork, writing analysis, etc. Explain how project personnel are specially relevant and qualified for the role they will play in the project. Describe the qualifications of the project staff and attach resumes of potential project personnel. All project personnel must be shown in the project budget.
- B. Grants Management:** Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number and email address of the individual(s) who will be managing this grant, if awarded.
- C. Personnel Resumes:** Applicants must enclose the resumes of those people who will perform key project tasks such as consultants and project monitors.
Have you enclosed resumes of all primary project personnel? Yes No
**Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.*

14. Protective Value

Explain how the project will result in the long-term preservation, conservation or documentation of architectural, archeological or cultural resources or Maryland's heritage overall. Describe how the project will provide concrete action to protect, conserve or document the resources (e.g. through actions such as intensive level survey, National Register nomination, local landmark/district designation, or easement donation).

15. Educational Outreach Value

Is there a permanent and far reaching educational component of the project? Explain how the project will raise public awareness of historical and cultural resources and promote the preservation of such resources.

16. Innovation Value

Does the project have potential to be a "model"? Explain how it will produce a product unique for quality and innovation.

17. Project Impact

Explain how the project will stimulate other architectural, archeological or cultural resource preservation, conservation, documentation or educational projects or programs throughout the community.

18. Project Focus (Complete only one, based on your answer to 3.d.)

A. For Research and Documentation Projects Only: Explain how the project will document Maryland's architectural, archeological or cultural resources in a manner that is generally consistent with MHT-approved standards and guidelines. If applicable, describe how project products will be used as a basis for preservation planning initiatives and/or as foundation for a long-lasting, widely-distributed educational product (i.e. published inventory book, exhibit, etc.).

B. For Educational Projects Only: Explain how the project products will raise public understanding of Maryland's historic architectural, archeological or cultural resources. Describe the expected audience for the project and the impact you expect the project to have (i.e. how permanent and far reaching is the educational component of the project?).

C. For Preservation Planning Projects Only: Describe how the project will assist local preservation planning efforts or support the development of preservation planning-related materials for the local government or community. Explain how local governments and/or nonprofit organizations will utilize project products to more effectively preserve historic and cultural resources.

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19. Other Project Funding

A. Identify and describe the source, type, and amount of funds currently in hand by your organization for this project. Documentation that these funds are in hand must be submitted as part of this application.

Have you enclosed documentation that these funds are available for the project? Yes No

B. Identify and describe the source, type, and amount of funds your organization reasonably expects to have available for this project prior to July 1, 2009.

20. Each application must include at least two (2) letters of support from local governments, organizations, or institutions that may benefit from the project. *It is highly recommended that a support letter be submitted from the highest-ranking official(s) of the jurisdiction in which the project will be located as well as from local members of the Maryland General Assembly.*

Have you enclosed two letters of support for the project? Yes No

SAMPLE

PART IV – SIGNATURES

23. Public Information Disclosure Statement

The Trust intends to make available to the public certain information regarding projects for which an application has been submitted under MHT Grant Programs. The information available to the public will include the information in this grant application as supplemented or amended. This information may be confidential under Maryland's Access to Public Records Act. If you consider this information confidential and do not want it made available to the public, please indicate so in writing attached to this application. You agree that not attaching an objection constitutes your consent to the information being made available to the public and serves as a waiver of any rights you may have under the Act regarding this information.

I have read and understand I have waived confidentiality of information as described above.

Signatory's Initials: _____

24. Authorization Statement

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 to the Maryland Historical Trust.

Original Signature: _____ **Date:** _____

Printed Name/Title: _____

Daytime Telephone: _____ **E-Mail:** _____

25. Application Checklist

Please use the following checklist to ensure that your grant application is complete. If for any reason, part of your application will be submitted separately, please clearly note this in the space below with an explanation.

Please check each item to ensure that your application is complete:

- Non-Capital Grant Application Form
- Resumes of key project personnel
- Two (2) letters of support for the project
- Proof of matching funds
- ONE ORIGINAL AND TEN (10) COPIES OF THE COMPLETED APPLICATION PACKAGE**
- One electronic version of the application form emailed to ndiehlmann@mdp.state.md.us.