

FY 2018 Capital Grant Application

Instructions

FY2018 HISTORIC PRESERVATION CAPITAL GRANT PROGRAM APPLICATION

Application Deadline (online submission):
11:59 pm on March 15, 2018

The **Historic Preservation Capital Grant Program** promotes the acquisition, restoration, and rehabilitation of historic properties in Maryland. Eligible properties are limited to those which are listed in or eligible for the Maryland Register, either individually or as a contributing structure within a district.

Please read the following instructions before beginning your application:

- This grant application is for capital projects, i.e. projects relating to construction activities, with significance to the history and heritage of the State of Maryland. Funding awards for this application round will be available no sooner than late June of 2018.
- Please review the **program guidelines** before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline. Exhibit 2 is the Application Evaluation & Grant Administration Schedule and Exhibit 5 contains the Selection Criteria.
- We strongly recommend that you **contact MHT staff** before applying to be sure your project is eligible and to obtain appropriate guidance.
 - For assistance, please contact Charlotte Lake, Ph.D., MHT Capital Grants and Loans Administrator, at charlotte.lake@maryland.gov or 410-697-9559.
 - The grant application must be submitted **online** with all attachments by **11:59 p.m. on March 15, 2018**. Please note that 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. The online system will not allow late submissions. When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail. It is not necessary to submit a hard copy of your application or attachments.

Notes on completing the online application:

- Please review the "Quick Start" guide available **HERE** before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact **Charlotte Lake**.

Acknowledgement

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

No

Project Design

Project Design

Organization Name

Grant Project Title

The project title should refer to the property and specific activity for which funding is being requested.

Current Use

What is the current use of the building?

Proposed Use

What is the proposed use of the property? Please respond fully even if the use of the property will remain unchanged.

Project Description

Describe the overall project, including past and future phases of work as well as work funded through other sources.

Grant Project Scope of Work

List the work that this specific grant (and related match) would fund.

Please note that all work must be in accordance with the Secretary of the Interior's Standards.

Grant Project Start Date

The date you plan to start work.
This date should not be earlier than June 1, 2018.

Grant Project End Date

Should be no more than two years from the project start date and no later than June 1, 2020.

Be sure to allow yourself plenty of time to complete the project, and build in time for unforeseen delays.

Key Steps and Timeline

List the steps you will take to complete the project and projected dates when you will do them. Include other phases (identified as outside the grant period) if that will help explain or provide context for your grant request.

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Budget

Project Budget

- The project budget is an important aspect of your grant application, and it is necessary for you to review the grant guidelines in order to fill out your budget correctly.
- Please note that ALL applicants EXCEPT for nonprofit entities are REQUIRED to provide a dollar-for-dollar match to the grant, which may be any combination of eligible cash and in-kind match.
- ALL applicants proposing match, whether required or not, MUST provide documentation that the proposed match is IN-HAND now. You will not be able to reduce the total amount of your match at a later time.
- All match MUST be expended during the grant period, which will commence approximately June 1, 2018.
- The total of cash and in-kind match should not exceed the amount of the grant request.
- **Before completing the budget fields below on this page, complete your detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#).**
- You will use the numbers from the Excel spreadsheet to fill out the fields below, on this page.
- For a sample budget, please see sample budget tab in the Excel budget document.

Detailed Project Budget

Using the line items from your "Grant Project Scope of Work" answer on the previous tab, provide a detailed project budget.
 Once you have completed the project budget, upload it here as an Excel file.

Grant Funds Requested

Grant Funds Requested

The maximum amount you can request for an MHT Capital Grant project is \$100,000.
 The suggested minimum is \$10,000.
 The requested amount should be in an even increment of \$1,000.
 Use numbers only, no dollar signs or decimals.

Matching Funds

Proposed Cash Match

What is the dollar amount of the cash match that you have in-hand? Use numbers only, no dollar signs or decimals.

Upload proof of your cash match here. See grant guidelines for acceptable documentation.

Proposed In-Kind Match

What is the dollar amount of the cash value of your in-kind match?

Please see grant guidelines for detail on what is eligible as in-kind match.

Use numbers only, no dollar signs or decimals.

Upload proof of your in-kind match here. See grant guidelines for acceptable documentation.

Total Match

Click the calculator to autofill. The total match should not exceed the amount of grant funds requested. If the calculator is not working, check to make sure you haven't included any symbols, including dollar signs or decimals, in any of the number fields above.

0.00

Total Project Cost

Click the calculator to autofill. If the calculator is not working, check to make sure you haven't included any symbols, including dollar signs or decimals, in any of the number fields above.

0.00

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

Other state funds may not be part of the match for this grant, but they may be a significant source of other funds for your project.

Property

Property

Property Name

Other Property Name(s), if any

Address of Project Property

In which county is the project located?

Select only one.

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

If yes, please describe the location and nature (depth, size, etc. if known) of the ground disturbance.

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

If yes, please describe the location and type of hazardous materials.

Property Owner

Tax Account Identifier

Look up your property tax identifier number in SDAT by clicking [here](#).

Legal Name and Address of Property Owner or Owner Entity

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.

Property Owner Consent

Upload a letter from the property owner indicating consent to the project and willingness to donate a preservation easement to MHT. The letter must be submitted even if applicant and property owner are the same. Failure to submit the required letter using the required language will result in your application being ineligible for funding. A sample letter, which includes additional information about MHT easements, can be found in the grant guidelines [HERE](#).

Significance

Significance and Urgency

Property Significance

Briefly discuss the property's historical significance.

Date of Construction / Alterations

Give the date of initial construction of the existing structure and the date(s) of any significant alterations or previous restoration/rehabilitation work.

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

Check all that apply.

If the property is inventoried in the Maryland Inventory of Historic Properties (MIHP), please indicate its MIHP number.

You can look up your property by street address using Medusa, MHT's Cultural Resource Information System, which is available [here](#).

Does the Maryland Historical Trust hold an easement on the property?

If yes, check the box.

No

Approval of Change to Easement Property

If the project property is protected by a perpetual preservation easement held by MHT, and if you have already received from MHT a determination concerning the proposed grant-funded work, please upload the MHT determination letter [here](#).

Is this project urgent?

What are the most urgent needs relative to this project or property? Why does this project need to proceed at this time? What will happen if it does not?

Public Benefit

Public Benefit

Goals and Objectives

Explain the goals and objectives of the project, especially as they relate to the goals of MHT.

Describe how the grant-funded project will contribute to the long-term preservation of the resource.

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

What hours per day, days per week, and months per year will the project / property be open to the public?

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

What amenities are or will be 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 you ensure that the general public will learn about your property or project?

Impact

Does the project utilize methods or techniques that are unique and innovative? Does it have the potential to be a model for other projects, in particular projects related to Maryland's heritage, culture, or preservation?

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

Support

Support for the Project

Federal Legislative Districts

Please indicate the Federal legislative district in which your project property (not your organization) is located. To look it up, click [HERE](#).

State Legislative Districts

Please indicate the Maryland state legislative district in which your project property (not your organization) is located. To look it up, click [HERE](#).

Please list the elected officials and other individuals from whom you have requested letters of support.

You must have letters from a State Delegate and a State Senator representing the district within which the project property is located; other letters may come from local elected officials, prominent community leaders, or subject matter experts, for example.

If you have copies of the support letters, you can upload them here (Sometimes the letters are sent directly to MHT.)

State Senator representing the district within which the project property is located

State Delegate representing the district within which the project property is located

Letter of Support

Letter of Support

Project Mgmt

Project Management

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

Identify other grants or other types of funds your organization has received and successfully managed.

Also describe your organization's experience with building-related or construction projects, and address the ability of your organization, and/or the property owner, to administer the property or project into the future.

How will ongoing maintenance costs be paid for in future years?

Administrative Capability

Identify any key individuals within the applicant organization who will be involved in the implementation of this project, in addition to the primary contact identified on the "Applicant" tab.

Include the name and title for each person listed.

Consultants and Partners

Identify any key individuals outside of the applicant organization who were consulted in the development of this grant application or who are already involved in an ongoing phase of this project (i.e. contractors, consultants or partners).

Please note that all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded.

Include the name, title, company name, and field of work (architecture, engineering, construction, etc) for each person listed.

Applicant

Applicant Organization

Legal Name

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

Organization Type

Tax ID / Federal Employer Identification Number (EIN)

For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567. For individuals/private owners, enter your social security number.

Mailing Address

City

State

- Select One -

Zip Code

Organization General Phone Number

Extension

Organization General Email Address

Website Address

Organizational Documents

Non-profit organizations and business entities 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. Government entities and private individuals do not need to upload organizational documents.

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, notifications and reminders regarding the grant. You will have an opportunity to provide the contact information for a grant writer (if applicable), below. Do not list the same person twice.

Prefix **First Name**

- Select One -

Last Name

Title

Contact Address

City **State**

- Select One -

Zip Code

Contact Phone

Extension

E-mail

Please upload a resume for the primary contact.

Only complete this section if you utilized a grant writer who has not already been listed elsewhere in the application.

If this grant was prepared by **someone other than the Project Contact**, please provide their information here. Do not enter the same person if they are listed above. Please note that this individual will not receive reminders and notices associated with the project.

Prefix **First Name**
 <None>

Last Name

Title

Address

City **State**
 <None>

Zip Code

Phone

E-mail

Release & Consent

Release and Consent

MHT regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings. MHT does NOT share applicants' financial information unless required to do so by law.

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

In rare cases, application information may be requested 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 received financial assistance, and I hereby authorize MHT to print, publish or post pictures of the Project and to make application materials available to the public.

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.

Do not check the box if you have uploaded a letter of objection.

No

Legal Authorization

I 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 of Legally Authorized Submitter

This must be someone legally authorized to sign for your organization.