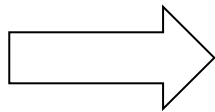


MHT Online Grants System

Quick Start Guide for AAHPP & MHT Capital Grants

This quick start guide will provide you with a brief overview of how to access and use the Maryland Historical Trust Online Grants System. This guide is divided into three sections – **Creating an Account, Completing the Application, and Reviewing & Sharing Your Application.**

*Note – We recommend you use **Internet Explorer, Firefox or Safari** as your web browser when accessing the online grant application system. If you are using **Chrome**, please ensure that you have the most current version installed; otherwise, you may encounter errors.*



Start by accessing the online application here:

<http://mht.maryland.gov/grants.shtml>

1. Creating an Account

(If you already have an account set up for your organization, skip to the next section.)

From the web page noted above, click on the link to the online application for the grant program you are applying for. You will see this page:

Please Sign In

Welcome to the Maryland Historical Trust's Grant Application System.

You may use this system to:

- Start a new application.
- Access and continue working on a saved application.
- View Applications you have submitted.
- Submit post-grant summaries or other reports.

If you have never used our system, click the **New Applicant** link below.

If your organization has used this system before and you have the login information, please enter it below.

If you are filling out applications on behalf of multiple organizations, please use each organization's **UNIQUE** email address for each application.

Please contact us if you have questions about this process.

E-mail Password

New Applicant? Forgot Password?

Login

Click the **New Applicant** link below the email box – do not enter an email address and password on this page.

Provide an **email address** and **password** for your organization. The email should belong to the primary person who will be receiving email correspondence about grant applications, and will be completing the current application. Don't worry – if you need to change who the primary contact is in the future, you can do that.

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

2. Completing the Application

➤ *Introduction to the application*

Log into your account by clicking on the **My Grant Applications** button at: <http://mht.maryland.gov/grants.shtml>. Click on the application you want to fill out, and the application form will open. The application has **multiple pages** or “**tabs**”, and in addition to answering the questions in the spaces provided, you will need to **upload documents**.

You can see the **multiple page tabs** along the top of the page:




The tab that you are on is a different color than the other tabs. You can navigate between pages either by clicking **Next** or by clicking on the tab you wish to visit. **Changing pages automatically saves your work on the previous page.**

We suggest that you review all the tabs on the application to familiarize yourself with the ENTIRE application before you start filling it out. You should also review the guidelines document for the program you are applying to.

➤ *Filling out the application*

Complete all the fields with Red asterisks (*) in order to submit your form. Responses to these questions are required, and you will not be able to submit your application without a response.

Spell-check your longer text answers by clicking the **check mark** beside the text box.

Some questions have a letter “i” in a small box next to them.  Clicking on this icon will show additional help text in a pop-up box.

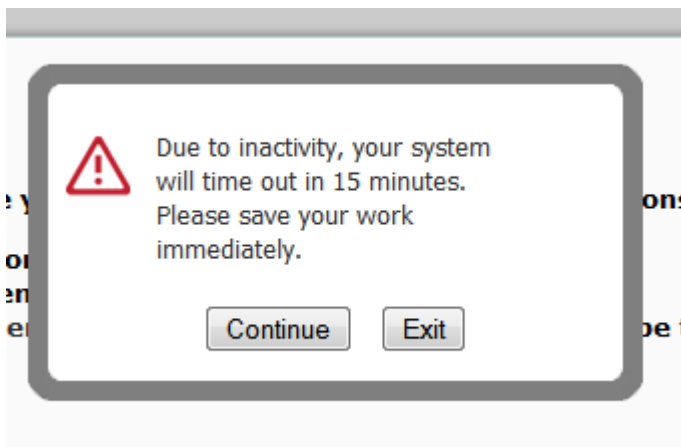
➤ **Saving your work**

Save your work at any time by clicking the **Save & Finish Later** button. The form will also save when you click “Next” to navigate between tabs. The form **does not save automatically** unless you click the **Save & Finish Later** button or the **Review** button.

When you save your work, you will be taken back to the log in page, and after logging in again (if prompted) you will be taken to your **My Account** page. You will see a list of **In Progress Applications**. You can then open the application you were working on and continue to work on it. If you need to save and come back later to work on your application, you can log in to your **My Account** page (click the **My Grant Applications** button on the MHT website at <http://mht.maryland.gov/grants.shtml>).

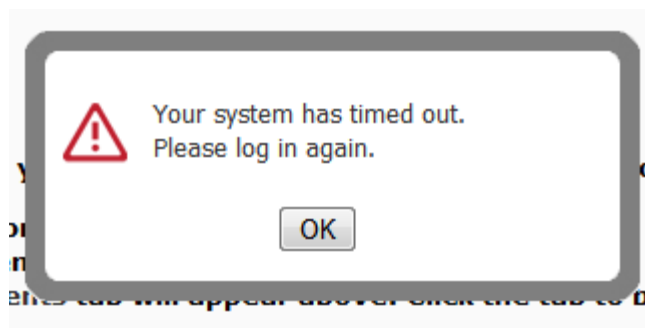
Do not click on the Current Grant Opportunities link on the MHT website to complete a full application, as that will start a new form.

The system will **time out after 45 minutes** of inactivity. You will receive a warning message 15 minutes prior to system time out. If the form has not been saved when the system times out, you will lose any work that was not saved.



***Tip** – You may wish to compose long text responses in a word processing document first, and copy and paste into your application as a safe-guard against losing your work.*

If you do not click continue, after 15 additional minutes the system will log you out, and you will need to log back in. **Any work that was not saved will be lost.**



Clicking OK will take you back to the log in page, and after logging in you will be taken to your **My Account** page. You will see a list of **In Progress Applications**. You can then open the form you were working on and continue to work on it.

➤ **Uploading documents**

You will be asked to **upload documents** throughout the Application. In order to upload a document:

1. Click the **Browse** button next to the upload field.
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.

When you have successfully uploaded a document, it will appear on your application. If it is not the correct document, you can remove it and upload another if you make a mistake:




Many of the upload fields ask for a specific item, only one of which can be uploaded at that point.

You can also upload **additional supporting documents** at the end of the application on the **Attachments** tab. In that case, you will need to follow the same upload instructions, but type in the name of your document. Multiple items can be uploaded on this page.

➤ **Reviewing and submitting your application**

Once you have completed your entire application, filled in all required fields, and uploaded all required documents, you can click the **Review** button on the Attachments page, or simply click the **Review My Application** tab in your application. If you have missed any required fields or uploads, they will be identified in red.

 **Please correct the problems indicated below.**

- Please click this box to indicate that you have read is a required field.
- Organization Type is a required field.
- Tax ID / Federal Employer Identification Number (EIN) is a required field.
- Request Primary Contact Prefix is a required field.
- Request Primary Contact First Name is a required field.
- Request Primary Contact Last Name is a required field.
- Request Primary Contact Contact Phone is a required field.
- Request Primary Contact Email is a required field.
- Brief Project Description is a required field.
- In which county (or counties) will the project take place? is a required field.
- Goals and Objectives is a required field.
- Does the project contribute to fulfilling the priorities identified in the local heritage area's management plan is a required field.
- What is the tourism value of the project? is a required field.
- How will the project enhance the local heritage area? is a required field.

You will not be able to see a **Submit** button until all errors are corrected. If you have missing information, update the required fields, and then click the **Update** button on the **Review My Application** page.

Once you have completed your application and clicked **Review**, you may also wish to print a copy for your files – you can do this by clicking the **Printer-Friendly Version** link in the upper right corner.

When you are satisfied with your application and have completed all the required fields, you can click **Submit**.

You must complete the Application and click the **Submit** button by the final submission deadline of **11:59 p.m. on the date of the deadline**. If you do not submit your application by that time, you will not be able to submit it at all.

Once you have submitted an application, you cannot make any changes to it.

After submission, you will receive a confirmation email that the application has been received. We will contact you if we have any questions, or require more information during the review process. Due to the volume of requests, this confirmation email may be the only contact you have from us until the grant award decisions are made, at which point you will be notified by email of the final award decisions.

3. Reviewing and Sharing Your Application

While you are working on your grant application, you may wish to share it with someone else to proofread, provide feedback, or work on certain sections of the application. There are several tools in the system that may be useful.

Return to your Application form by going to your **My Account** page (click **My Grant Applications** button on the MHT website at <http://mht.maryland.gov/grants.shtml>).

Once you have logged into your My Account Page, on the right side there is a drop down menu “**Show**” – select “**Submitted Applications**” for a list of all applications that have been submitted, or select “**In Progress Applications**” for a list of all applications that you have not yet submitted.

Applications

Thank You! Your application has been submitted.

The Maryland Historical Trust is pleased to provide you with this tool to manage your applications.

- To review In Progress or Submitted Applications, click the pull down menu to the right.
- You can also view applications that have been shared with you.
- If you have a report to submit, the Requirements tab will appear above. Click the tab to be taken to the Requirements page.

Show Submitted Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	Status	ID	Submitted	My Role	Action
FY 2015 MHAA Project Grant Intent to Apply	Test Title	50,000	Grant-ITA Received	20393	12/09/2013	Owner	View Print Transfer Ownership Add Viewers Email

From this page you will be able to:

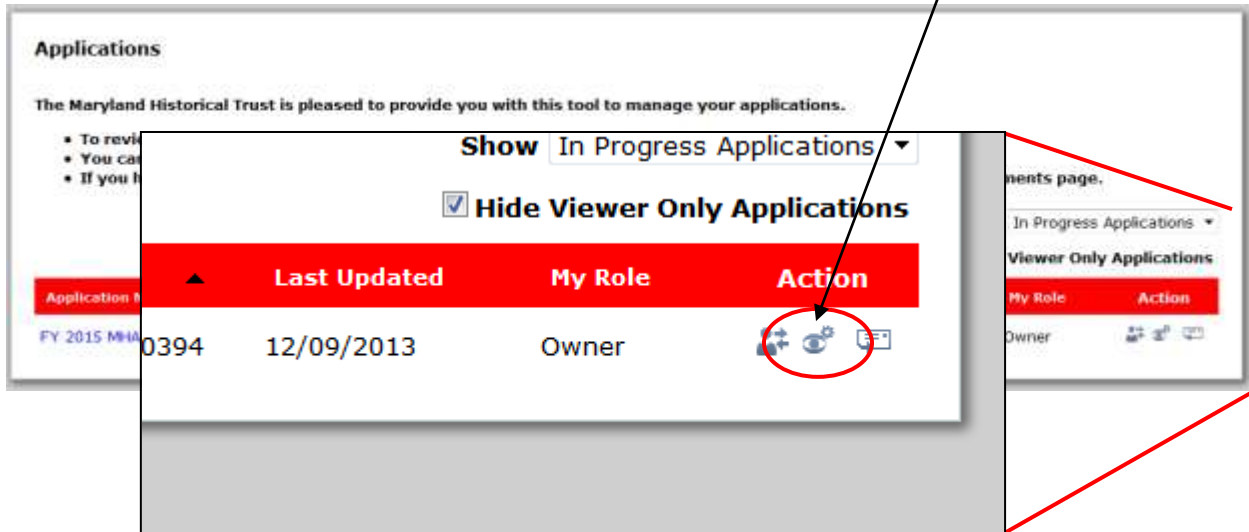
1. **view and print** your application (click on the Application Name).
2. check the status of your application;
3. **transfer ownership** of your application to someone else;
4. **add viewers** who can view your application;
5. **email** a copy of your application

E-mailing or **printing** your application provides you with a static “snapshot” of the application.

Adding viewers who can view your application allows those people to view your application in “real time”.

The only way for someone else to edit your application online is for you to **transfer the application** to that person. (That application will then DISAPPEAR from your account).

- To **add viewers**, you must click the “**eye**” icon to the right of the application you want to share.

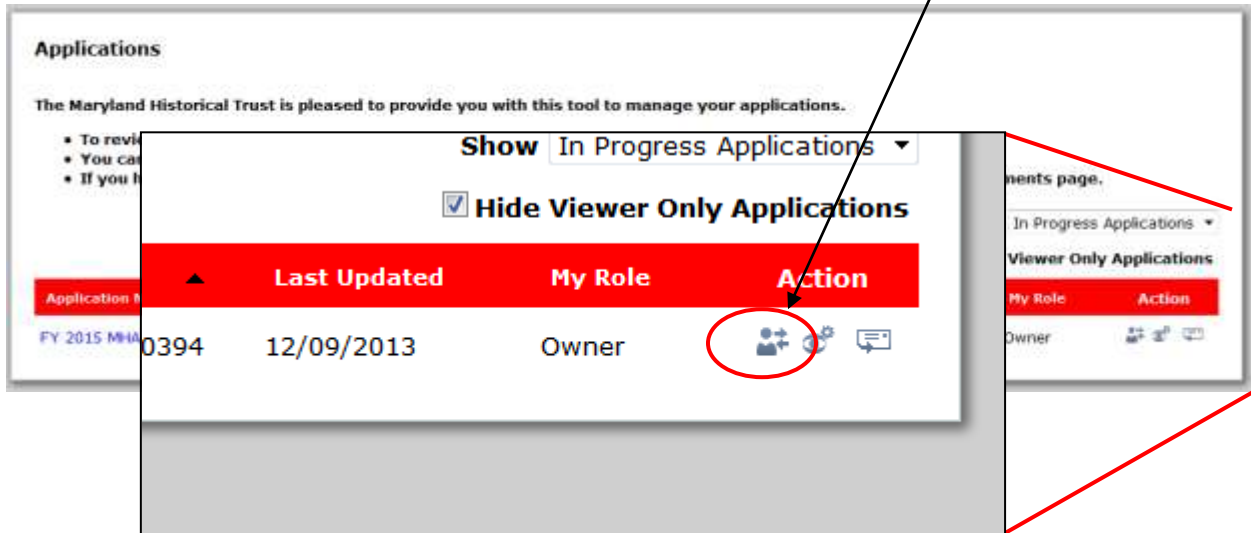


You will be asked to enter the e-mail address of the person you would like to view your application:

You can customize the message in the Memo section. Be sure to click the **Add Viewer(s)** button before you click the **Update** button. Once you click **Update**, you will get a confirmation on your **My Account** page that the viewer information has been updated. The viewer will receive an

email letting them know that you have shared your application with them, and they will be able to log in and see your application (but they cannot make any changes to it).

- To **transfer your application to another person**, you must click the **“person” icon** to the right of the application you want to share.



You will be asked to enter the e-mail address of the person you would like to view your application. This person must have or must create an account as shown in Step 1 above:

The screenshot shows a form titled 'Transfer to new owner'. It has several fields: '*Your Name' (empty), 'Your E-mail' (filled with 'anne.raines@maryland.gov'), '*E-mail' (empty, circled in red), and '*Subject' (filled with 'Maryland Historical Trust Application Ownership Transfer'). There is a 'Check E-mail' button next to the *E-mail field. Below these fields is a 'Memo to New Owner' text area containing the following text: 'Dear Grantee, This message is to notify you that ownership of Application 20695 has been transferred to you. You must accept transfer of ownership in order to complete this process. Please login to complete the application. You can login to your account, «Account_Login_URL», at any time. NOTE: If you are a new user, a separate email will be sent to you with the login web page and your initial password. For security reasons you will be asked to change the password when you first login. Maximum (5000) characters'. At the bottom of the form are two buttons: 'Transfer' (circled in red) and 'Cancel'.

You can customize the message in the Memo section. Once you click **Transfer**, you will get a confirmation on your **My Account** page that the transfer is pending. The other person will receive an email letting them know that you are transferring “ownership” of your application to them, and they will be able to log in and edit the application. The application will not disappear from your account until the recipient “claims” it, but once this happens, you will no longer be able to see the application in your list of applications in progress, and you will not be able to edit the application unless the current “owner” transfers it back to you. You may therefore wish to ask the recipient to add you as a viewer (see above).

If you have any questions, problems, or technical difficulties as you complete your application, please email or call Anne Raines at anne.raines@maryland.gov or 410-697-9584. Assistance is typically not available outside of normal business hours.