

MHT Online Grants System – Quick Start Guide

This quick start guide will provide you with a brief overview of how to access and use the Maryland Historical Trust Online Grants System. You may also wish to refer to our list of Frequently Asked Questions (FAQs), which is available here:

<http://mht.maryland.gov/grants.shtml>. This guide is divided into three sections – **Creating an Account, Submitting an Intent to Apply Form, Completing the Full Application, Heritage Area Authorization and Reviewing Your Submitted Applications.**

*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.*

Creating an Account

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

Click on the link to the online application for the grant round you are applying for (available here: <http://mht.maryland.gov/grants.shtml> under Current Funding Opportunities). 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.

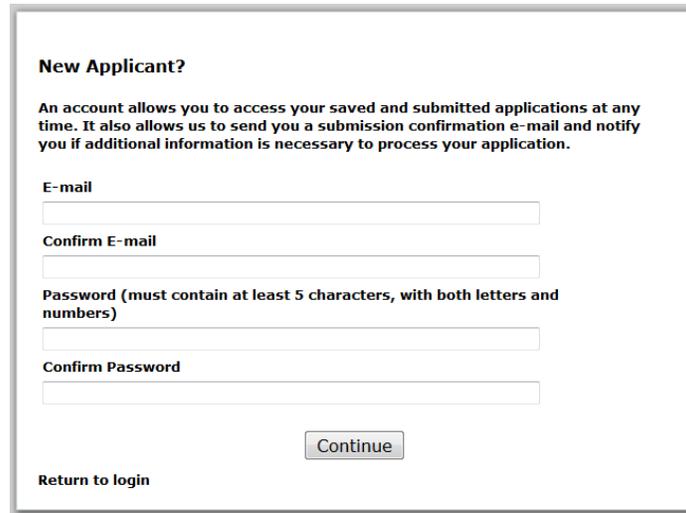
Please contact us if you have questions about this process.

E-mail Password

New Applicant? [Forgot Password?](#)

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 person 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](#)

Answer the Eligibility Questions

In order to apply for a Maryland Heritage Areas Program Grant, you must first correctly answer two questions pertaining to eligibility.

Maryland Heritage Areas Authority

Please select the Certified Local Heritage Area in which your project is located.



- Select One -

- Select One -
- Anacostia Trails (Maryland Milestones) (Prince George's)
- Annapolis, London Town and South County (Four Rivers) (Anne Arundel)
- Baltimore National (Baltimore City)
- Canal Place (Allegany)
- Heart of Chesapeake Country (Dorchester)
- Heart of the Civil War (Carroll, Frederick, Washington)
- Lower Eastern Shore (Somerset, Wicomico, Worcester)
- Lower Susquehanna Heritage Greenway (Cecil, Harford)
- Montgomery County
- Mountain Maryland Gateway to the West (Garrett)
- Southern Maryland (Calvert, Charles, St. Mary's)
- Stories of the Chesapeake (Caroline, Kent, Queen Anne's, Talbot)
- None of the Above

If your answers to the Eligibility Questions indicate that you are eligible to apply for a grant, you will be taken to the Intent to Apply form (see next section).

If you provide an answer that indicates you are not eligible to apply for a grant, you will receive the following message, and will not be able to proceed any further:

 **Your responses to the quiz questions have indicated that your proposal does not meet our funding guidelines.**

Click [here](#) to learn about other funding opportunities.

If you feel that you receive this message in error, please email mht.grants@maryland.gov.

Submitting an Intent to Apply Form

Completion of an Intent to Apply form is the required first step when applying for an MHAA grant, but does not obligate you to complete a full application. Details of your project may change between the Intent to Apply stage and the Full Application stage.

Intent to Apply Printer Friendly Version | E-mail Draft

* Required before final submission

Please read the following instructions before beginning your Intent to Apply Form.

- All questions with a red asterisk (*) require answers. You will not be allowed to submit your application without first answering these questions.
- 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 Intent to Apply form at any time by clicking **Save and Finish Later** at the top and bottom of each page.
- When you have completed your Intent to Apply form, click **Review** (you will be given a final opportunity to review your form 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 submit your Intent to Apply form no later than 11:59 p.m. on January 29, 2014.**
- Submitted applications are final and can no longer be edited, so be sure to print a copy for your records.

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

Completing an Intent to Apply form does not in any way commit your organization to complete a full application. Maryland Heritage Area Authority staff and your local heritage area will use the information from the Intent to Apply form to guide your organization towards a stronger application if you choose to proceed.

Once your Intent to Apply form is received, you will be provided with a link to complete a full application, should you decide to proceed.

Complete all the fields with Red asterisks (*) in order to submit your form.

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

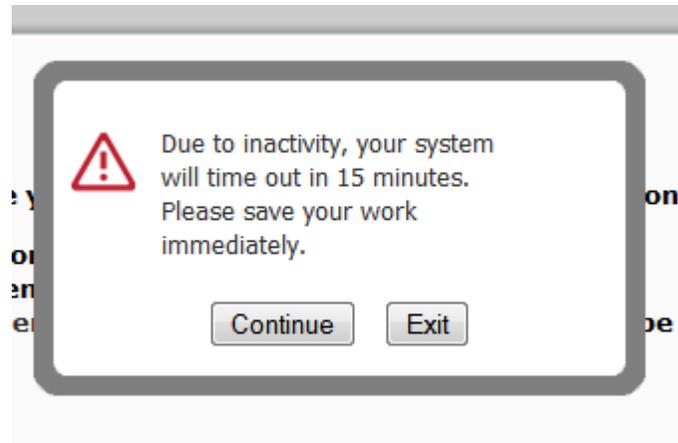
Save your work at any time by clicking the **Save & Finish Later** button. The Intent to Apply form **does not save automatically** unless you click the **Save & Finish Later** button or the **Review** button.

When you save your work, you will be taken back to the log in page, and after logging in again you will be taken to your **My Account** page. You will see a list of **In Progress Applications**. You can then open the Intent to Apply form you were working on and continue to work on it. If you need to save and come back later to work on your Intent to Apply form, you can log in to your **My Account** page (click the link https://www.grantrequest.com/SID_1777/?SA=AM or the **My Grant Applications** button on the MHT website).

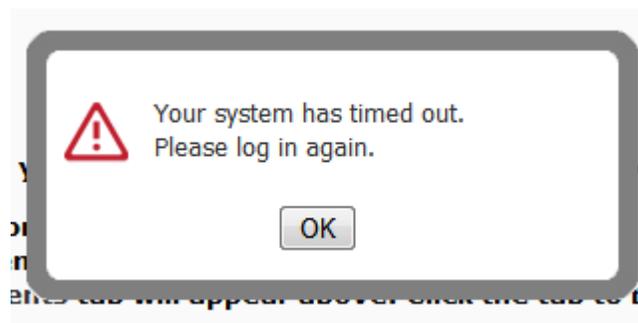
***Tip** – You may wish to compose long text responses in a word processing document first, and copy and paste into your Intent to Apply form as a safe-guard against losing your work.*

Do not click on the Current Grant Opportunities link on the MHT website to complete a full application, as that will start a new Intent to Apply 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 Intent to Apply form has not been saved when the system times out, you will lose any work that was not saved.



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 Intent to Apply form you were working on and continue to work on it.

Once you have completed your Intent to Apply form 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 Intent to Apply form, and have completed all the required fields, you can click **Submit**.

Once you have submitted an Intent to Apply form, you cannot make any changes to it.

You will receive confirmation of your submittal both on the screen, and by email. A copy of your application will also be emailed to you.

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	  

Completing the Full Application

Before beginning a Full Application, you must consult with your local heritage area director.

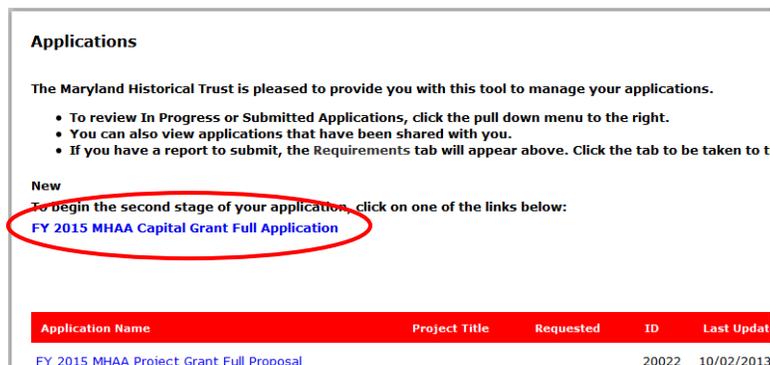
Visit <http://mht.maryland.gov/heritageareas.shtml> for a complete list of heritage areas and contact information.

Once you have consulted with your local heritage area director, if you decide that you wish to submit a Full Application, you can log in to your **My Account** page (click the link https://www.grantrequest.com/SID_1777/?SA=AM or the **My Grant Applications** button on the MHT website).

Note that the full application may not be available right away, as your Intent to Apply form must be reviewed before the full application is released.

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

In the upper left corner of your **My Account** page, under **New**, you will see the link to the Full Application:



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New

To begin the second stage of your application, click on one of the links below:

[FY 2015 MHAA Capital Grant Full Application](#)

Application Name	Project Title	Requested	ID	Last Update
FY 2015 MHAA Project Grant Full Proposal			20022	10/02/2013

You will need to complete the Full Application using the same process as the Intent to Apply form (see Pages 4 – 6 above). Your answers to some questions from the Intent to Apply form will be pre-filled in on the Full Application, but you can change them if your responses have changed.

The primary differences between the Intent to Apply form and the Full Application are that there are **multiple pages**, and 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.**

You will be asked to **upload documents** throughout the Full 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.

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.

You must complete the Full Application and click the **Submit** button by the final submission deadline **for your local heritage area**. If you do not submit your application by that date, you will not be able to submit 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. You may be asked to make changes by your local heritage area, to help improve your application. If these are required, your application will be returned to you for additional edits.

Due to the volume of requests, the 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.

Reviewing Your Submitted Intent to Apply and / or Full Application

Return to your submitted Intent to Apply or Full Application form by going to your My Account page (click the link https://www.grantrequest.com/SID_1777/?SA=AM or the My Grant Applications button on the MHT website).

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.

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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. add people who can view your application (inside and outside your organization);
4. email a copy of your application

If you have any questions, problems, or technical difficulties as you complete your application, please email MHT.grants@maryland.gov or call Jen Ruffner at 410-514-7612. If you are having problems outside normal business hours, an email is the best way to get quick assistance.