

MHT Online Grants System – Quick Start Guide

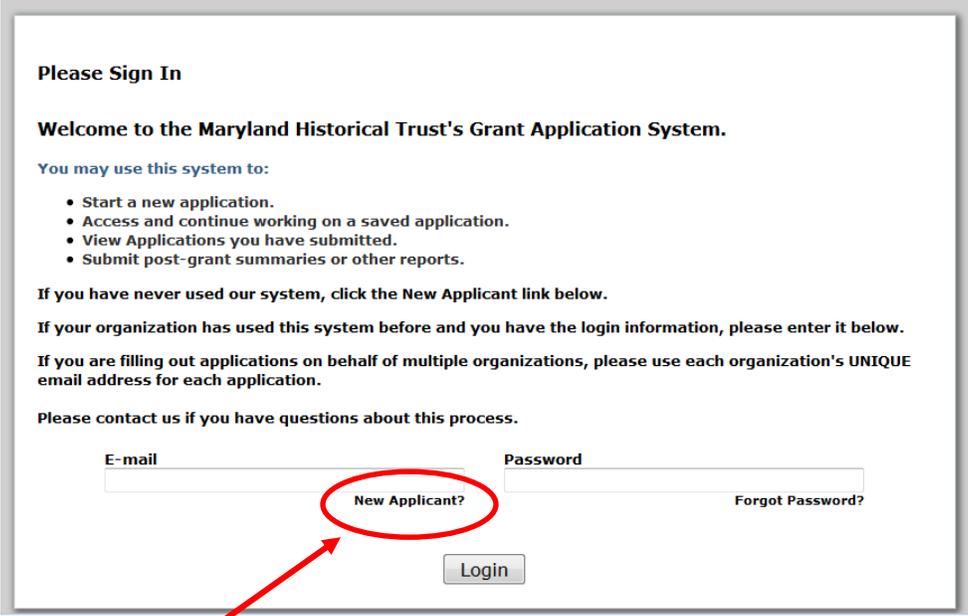
This quick start guide will provide you with a brief overview of how to access and use the Maryland Historical Trust Online Grants System.

Creating an Account

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

*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.*

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?](#)

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 person is in the future, you can do that.

The screenshot shows a web form titled "New Applicant?". Below the title is a paragraph explaining that an account allows access to saved and submitted applications and enables the system to send submission confirmation emails. The form contains four input fields: "E-mail", "Confirm E-mail", "Password (must contain at least 5 characters, with both letters and numbers)", and "Confirm Password". At the bottom of the form, there is a "Continue" button and a "Return to login" link.

Completing the Full Application

When filling out your application, you must respond to any field that has a red asterisk next to it (*) in order to submit your form.

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

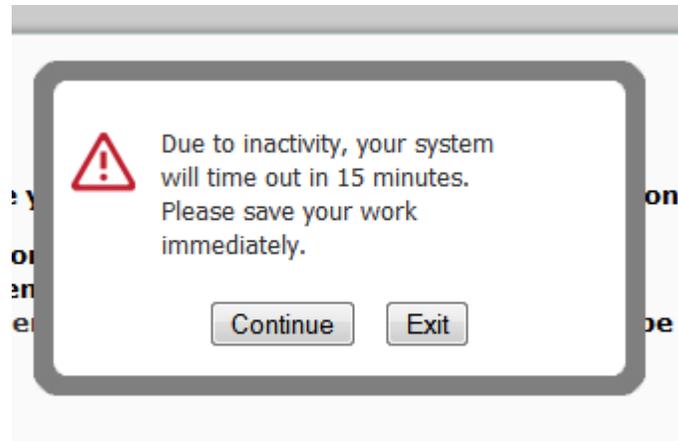
Save your work at any time by clicking the **Save & Finish Later** button. The application form **does not save automatically** unless you click the **Save & Finish Later** button or the **Review** button.

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 application 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).

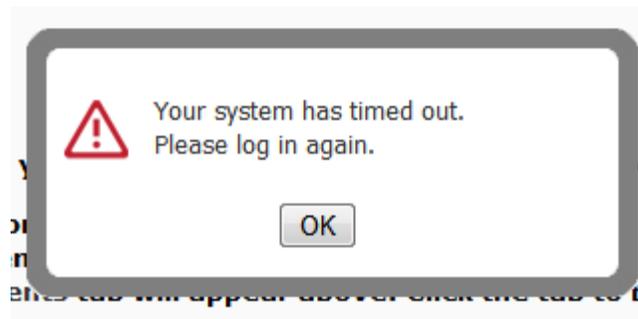
Tip – You may wish to compose long text responses in a word processing document first, and copy and paste into your Intent to Apply form as a safe-guard against losing your work.

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

The system will **time out after 45 minutes** of inactivity (which includes typing without changing pages). You will receive a warning message 15 minutes prior to system time out. If the application 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 application form you were working on and continue to work on it.

We strongly recommend that you compose any long text answers in a separate Word document and copy and paste them into the application, to prevent loss of work.

Your application is made up of multiple pages, which appear as **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 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:

* Please upload a resume for the primary contact.

File Name	Uploaded	Size
JGRBio.docx	12/9/2013 2:05:00 PM	11KB

[Remove](#)

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 application and click the **Submit** button by the final submission deadline. 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 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.

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	

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 410-697-9586. If you are having problems outside normal business hours, an email is the best way to get quick assistance.