



Maryland Historical Trust

100 Community Place
Crownsville, MD 21032
410-514-7600
www.mht.maryland.gov

Read This First...



Tips for Preparing your MHT Grant Fund Proposal!

1. BEFORE YOU BEGIN TO PUT TOGETHER YOUR GRANT PROPOSAL:

- Read the grant application and its instructions/guidelines!
- Contact the appropriate MHT staff person to discuss your project proposal (see list of contact names and information below).
- Review the application to see what goes where and collect all supporting materials.
- Understand the program's selection criteria. This is what reviewers use to rank your application. Talk with MHT staff to answer any questions.
- Don't forget to give the project a name. This gives the reviewer a clue as to what you hope to accomplish.
- Calculate the cash needs for your project and create a budget to meet these needs. Do not ask for more money than the project requires.
- Identify who is authorized to sign the proposal (this must be the person legally authorized to act on behalf of the organization or local government).
- Ensure that your non-profit organization is in good standing with the State Department of Assessments and Taxation. MHT cannot grant funds to organizations that are not in good standing.
- Note the deadline date. Submit the appropriate number of copies and all necessary application materials ON TIME.

2. AFTER YOU HAVE WRITTEN THE FINAL DRAFT:

- Get someone who is unfamiliar with your project to read it. That person should read for content, clarity, construction, readability, intellectual excitement, grammar, and spelling!!
- Reread the proposal with a critical eye: Is the proposal convincing? Worthy of funding? Interesting? Will it be a model for future projects regionally or statewide?
- Think of the reader –font, type size, *formatting!* Keep font type size to 10 or 12 point. Follow the specific guidelines in each application.

- Use the spell check feature on your computer, but don't neglect to proofread your document for grammatical and spelling errors that may not be caught by computer software.
- The project narrative should not exceed the page limit in the application instructions.
- Double-check the budget. Is it reasonable? Within the grant caps? Fully itemized? Do the totals agree with those on the cover sheet? What costs will be covered by the MHT grant? By the applicant's cash match? By the applicant's in-kind match? Follow the budget format shown in the application's instructions.

3. WHEN PUTTING TOGETHER THE FINAL APPLICATION PACKAGE:

- Make sure the application is neat, clean, and easy to read.
- Have the signer use blue ink and consider marking the original with a Post-It® saying "Original Copy."
- Review the application requirements to be sure you have completed them all. If you are unsure of any of the requirements, contact MHT staff.
- Attach all required supporting documents. Only attach what is suggested unless you are sure your attachment will enhance your application.
- Do **NOT** use special binders, spiral binding, table of contents, separator pages or cover pages unless specifically requested in the application. Submit the application package in the format described in the application instructions.
- Enclose the correct number of copies.
- Submit the application on time, preferably by registered mail.
- Always keep a copy of your proposal in a file.

FOLLOW DIRECTIONS!!!

When in doubt, contact the appropriate MHT staff person.

MHT STAFF CONTACTS	
Capital Projects:	Anne Raines, 410-514-7634 or araines@mdp.state.md.us
Museum Projects:	Mary Alexander, 410-514-7622 or malexander@mdp.state.md.us
Non-Capital Projects:	Archeology—Maureen Kavanagh, 410-514-7660 or mkavanagh@mdp.state.md.us Architectural Survey—Marcia Miller, 410-514-7646 or mmiller@mdp.state.md.us All other projects—Nicole Diehlmann, 410-514-7625 or ndiehlmann@mdp.state.md.us
African American Heritage Projects:	Anne Raines, 410-514-7634 or araines@mdp.state.md.us
MHT Historic Preservation Loans:	Anne Raines, 410-514-7634 or araines@mdp.state.md.us
Heritage Area Projects:	Richard Hughes, 410-514-7685, rhughes@mdp.state.md.us Jennifer Ruffner, 410-514-7612, jruffner@mdp.state.md.us

Organization status information can be obtained by contacting the State Department of Assessments and Taxation (SDAT) at 301 W. Preston Street, Baltimore, MD 21201, 410-767-1184, or through its website at www.dat.state.md.us.

The Proposal Itself...

It Has To Be Good!

A STRONG PROPOSAL WILL DESCRIBE:

1. An important need;
2. A clear plan of action to address that need;
3. The specific goals to be accomplished;
4. The quality of the people involved (This should include a notation of what people will be completing each portion of the work. Attach brief resumes or vitae that include only work relevant to the project.);
5. The ability of the organization to carry out the project;
6. A plan of work (If this is a multiphase project the proposal should also include a schedule of the different phases of the project.); and
7. How you plan to measure the outcomes to prove success.

Each grant program has specific requirements regarding project descriptions. Be sure your application package addresses the unique needs of that program!

The Budget...

It Has To Be Realistic!

A STRONG PROPOSAL WILL INCLUDE A BUDGET THAT:

- Is reasonable;
- Is clear and concise and reflects the cost of action items shown in the scope of work;
- Is within the grant caps;
- Is fully itemized; and
- Shows what costs will be covered by the MHT grant, by the applicant's cash matching funds and the applicant's in-kind matching funds.

BEFORE YOU COMPLETE YOUR BUDGET:

- Calculate the budget page numbers... and then calculate them again to make sure they are accurate.
- Make sure that the numbers on the budget page match the numbers on the cover sheet.
- Submit the budget in the format described in the application instructions, keeping it to one page if at all possible. A reviewer should be able to understand why all items shown in the project budget are necessary to complete the project. All costs should be reasonable and customary and relate to items in the scope of work!