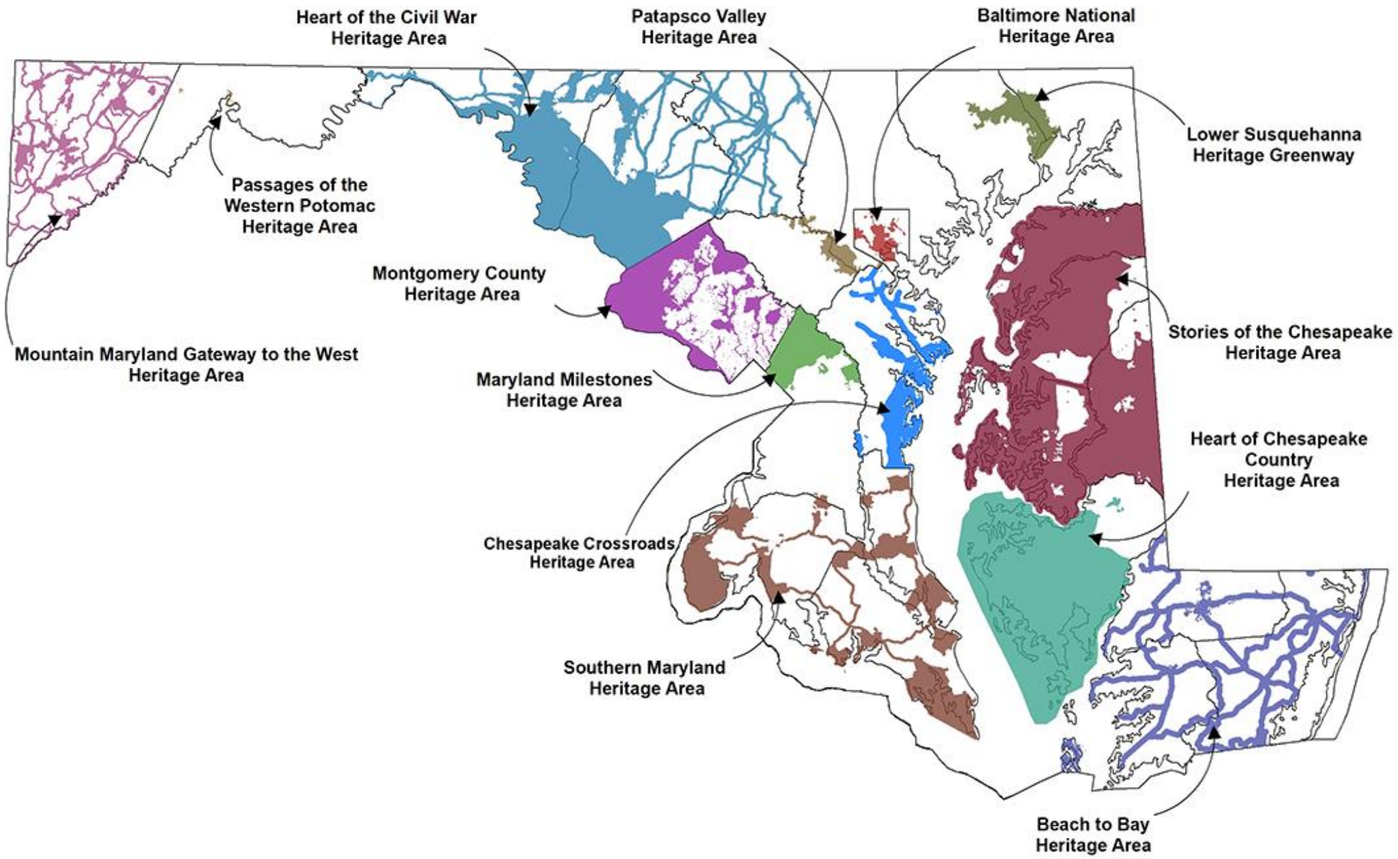
MARYLAND HERITAGE AREA

Maryland Heritage Areas Authority

MARYLAND HERITAGE AREAS PROGAM



DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

Thank you for watching the Maryland Heritage Areas Authority FY 2024 webinar for MHAA Project Grant applicants

If you are watching the recording and have any questions, please contact us!

Ariane M. Hofstedt

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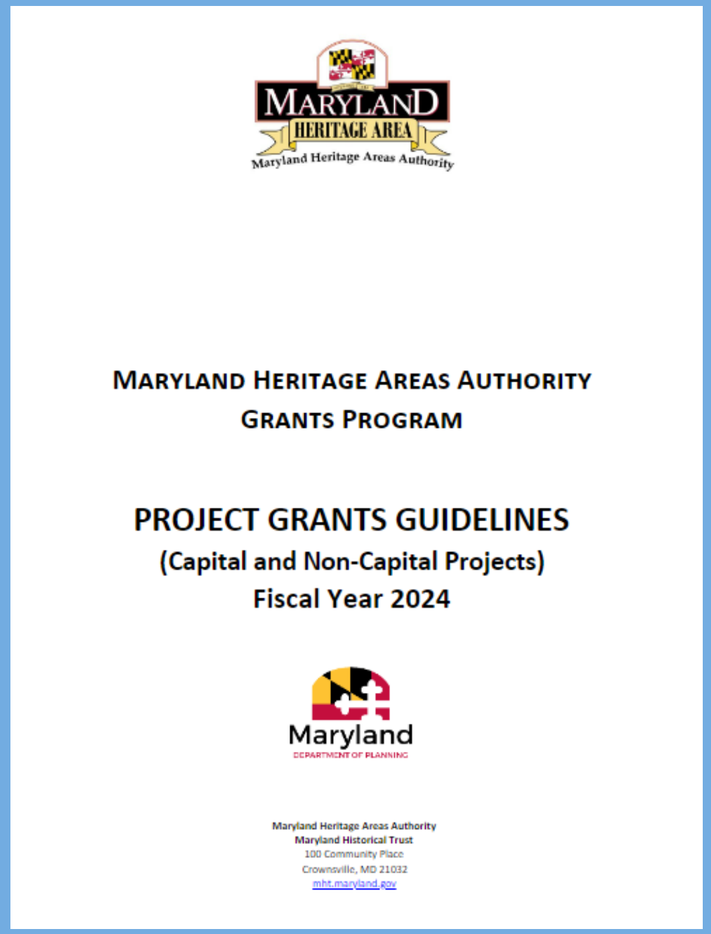
TODAY'S AGENDA

MHAA funded-projects. Clockwise from top: Hagerstown Cultural Trail, courtesy of the City of Hagerstown; Footer's Dye Works building in Cumberland, Maryland; Exhibit at the Annapolis Maritime Museum, photo by Quatrefoil Associates; Patapsco Valley Heritage

- Introductions
- Reference Documents
- Heritage Areas & MHAA 101
- Project Grants
  - Who is eligible?
  - What types of projects are funded?
  - What are eligible expenses?
- Application & Award Schedule
- Application Tips
- Online Application System

REFERENCE DOCUMENTS



MARYLAND HERITAGE AREAS AUTHORITY
GRANTS PROGRAM

PROJECT GRANTS GUIDELINES
(Capital and Non-Capital Projects)
Fiscal Year 2024

Maryland
DEPARTMENT OF PLANNING

Maryland Heritage Areas Authority
Maryland Historical Trust
100 Community Place
Crownsville, MD 21032
mht.maryland.gov

- MHAA FY 2024 Project Grants Guidelines
- FY 2024 MHAA Step-by-Step Instructions for Completing the Application
- Grant Manual
- A copy to these slides and a link back to this webinar
- *Find them all here: bit.ly/mhaa-grants*

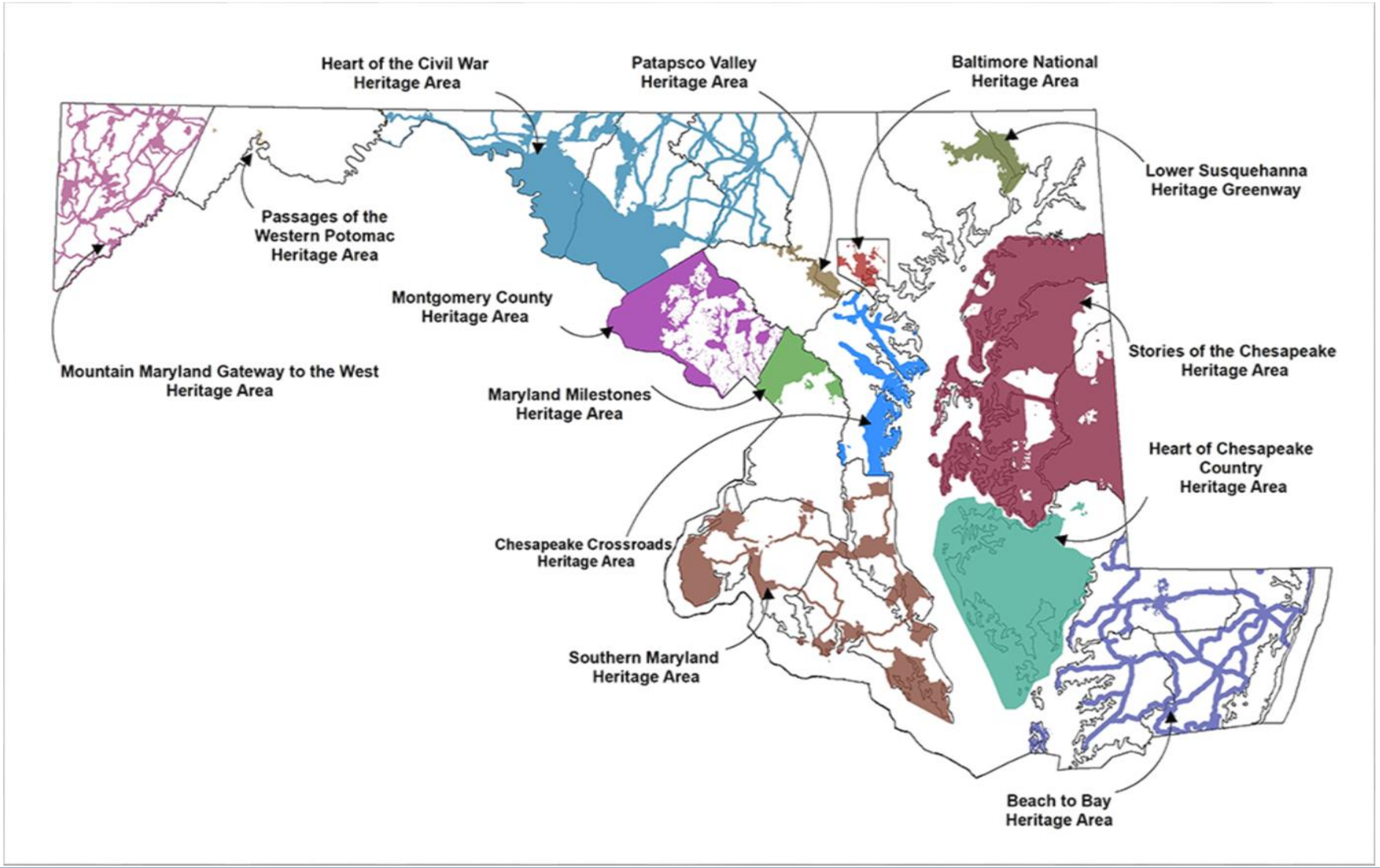
WHAT ARE HERITAGE AREAS?

- 13 heritage areas across the state of Maryland
- Locally designated and operated, state-certified regional boundaries
- Concentration of cultural/natural heritage and educational resources for visitors and residents
- Established to promote the identify of each region and to create unique destinations

Meadow Mountain Trail, Mountain Maryland Heritage Area. Photo by Timothy Jacobsen and courtesy of Garrett County Chamber of Commerce

WHAT ARE HERITAGE AREAS?

Each of Maryland's 13 certified heritage areas support the **economic well-being** of Maryland's **communities** by preserving and celebrating the state's **history, cultural traditions, and natural resources** through **partnerships** that promote, support, and create **place-based experiences** for visitors and residents alike.


Heart of the Civil War Heritage Area
Patapsco Valley Heritage Area
Baltimore National Heritage Area
Lower Susquehanna Heritage Greenway
Passages of the Western Potomac Heritage Area
Montgomery County Heritage Area
Mountain Maryland Gateway to the West Heritage Area
Maryland Milestones Heritage Area
Stories of the Chesapeake Heritage Area
Heart of Chesapeake Country Heritage Area
Chesapeake Crossroads Heritage Area
Southern Maryland Heritage Area
Beach to Bay Heritage Area

DEFINING HERITAGE TOURISM

"Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural, and natural resources."

-- *National Trust for Historic Preservation*

WHAT IS MHAA?

April 2018 MHAA Meeting at the Annapolis Maritime Museum Campus, Chesapeake Crossroads Heritage Area

- **M**aryland **H**eritage **A**reas **A**uthority
- Independent state government entity staffed by the Maryland Historical Trust
- 19-member body including representatives from 9 state agencies (2 currently non-voting)
- Up to $6 million annually allocated from DNR's Program Open Space

MHAA PROGRAM GOALS

Developing Heritage Tourism Products

- Creating or enhancing place-based experiences
- Providing the State Tourism Office with products to market to the consumer
- Access to place-based experiences and resulting economic development benefit both Maryland residents and out-of-state visitors

Building Partnerships

- Engaging partners and leveraging resources
- Bringing both common and uncommon partners together to focus on projects of mutual benefit
- Bringing disparate state and local entities together around a common, local vision
- Helping to build organizational capacity

Sustaining Regional Identity

- Showcasing each area's distinctive archaeological, cultural, historic, and natural assets
- Applying approaches that are unique to, and respectful of, local geography
- Making heritage areas relevant to present and future generations

MHAA AND LOCAL HERITAGE AREAS

How do MHAA and the local heritage area work together?

MHAA provides and administers:

- Capital and non-capital project grants
- Funds to be used for mini-grants by each heritage area
- Technical assistance for active grantees and applicants

The 13 heritage areas:

- Administer mini-grants
- Assist in completing project grant applications
- Rank project grants before passing them on to MHAA at the state level
- Provide technical assistance to organizations and MORE!

WHO IS ELIGIBLE FOR MHAA GRANTS?

Photo (via drone) by Elevated Element and courtesy of Baltimore Museum of Industry

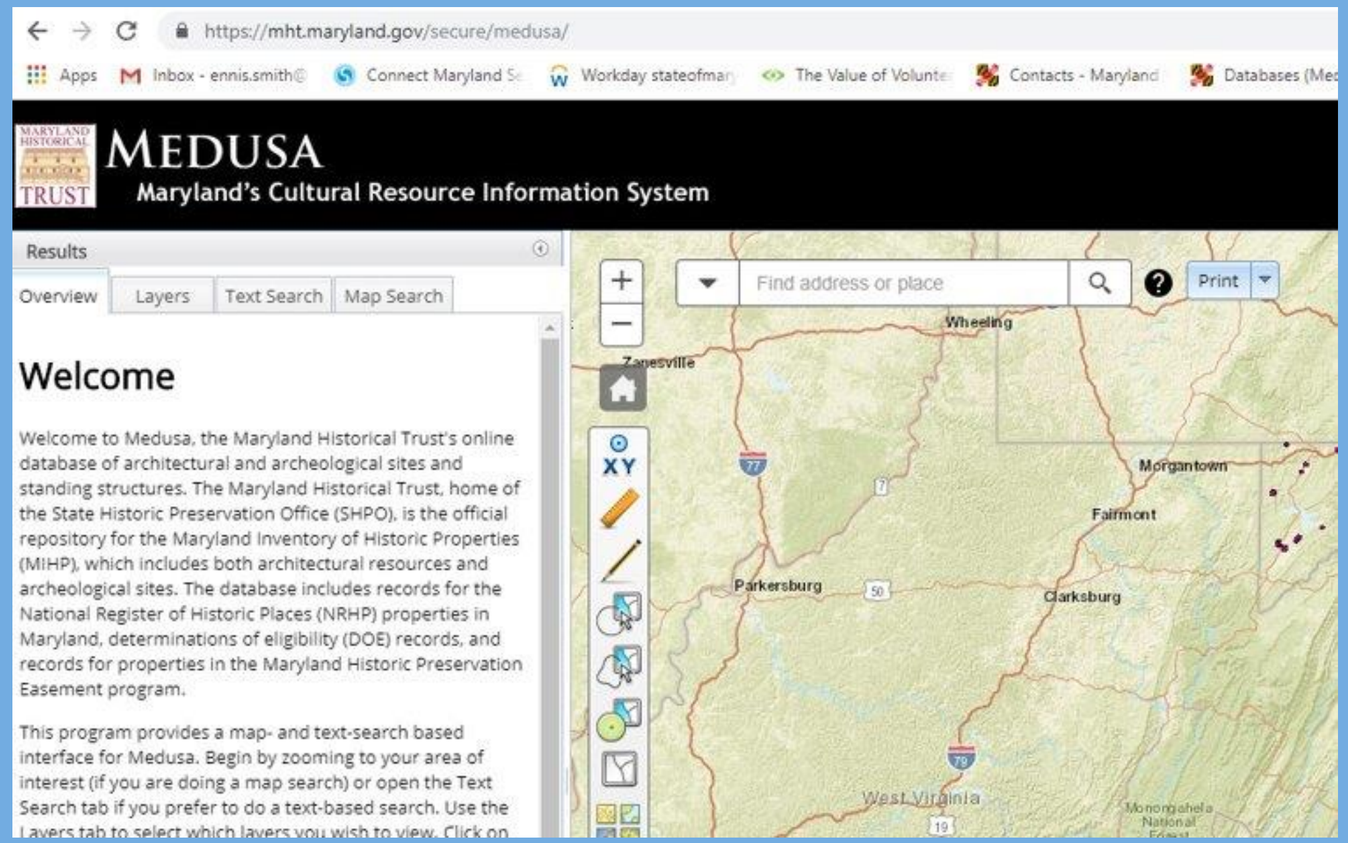
Page 4

Non-profits in good standing with SDAT, local jurisdictions, state and federal agencies

Organizations must be located within a certified heritage area boundary, OR

have a project that takes place within the boundaries of a certified heritage area

IS MY PROJECT IN A HERITAGE AREA?

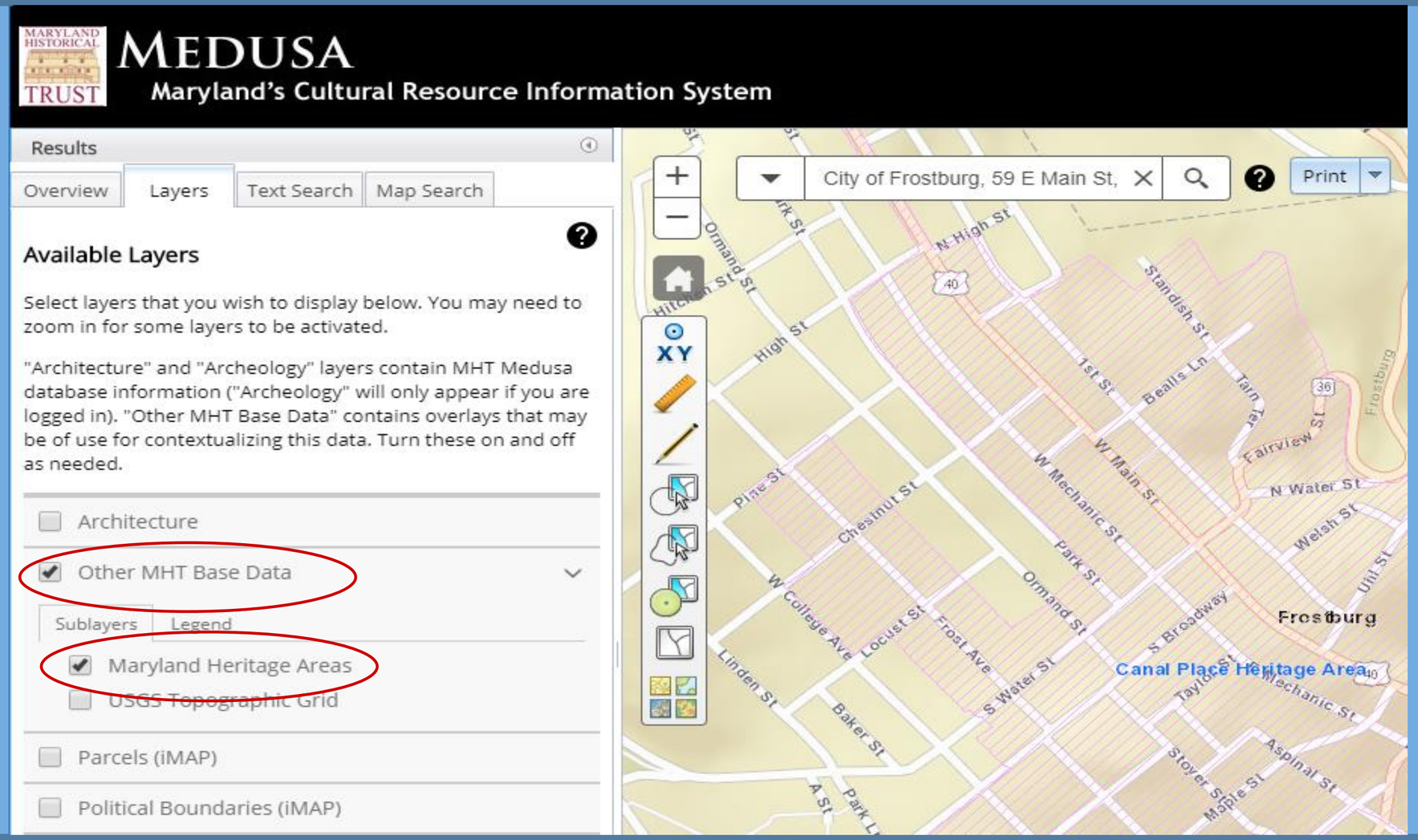


Medusa
https://mht.maryland.gov/secure/medusa/

Tutorial
https://bit.ly/heritageareastatus

DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

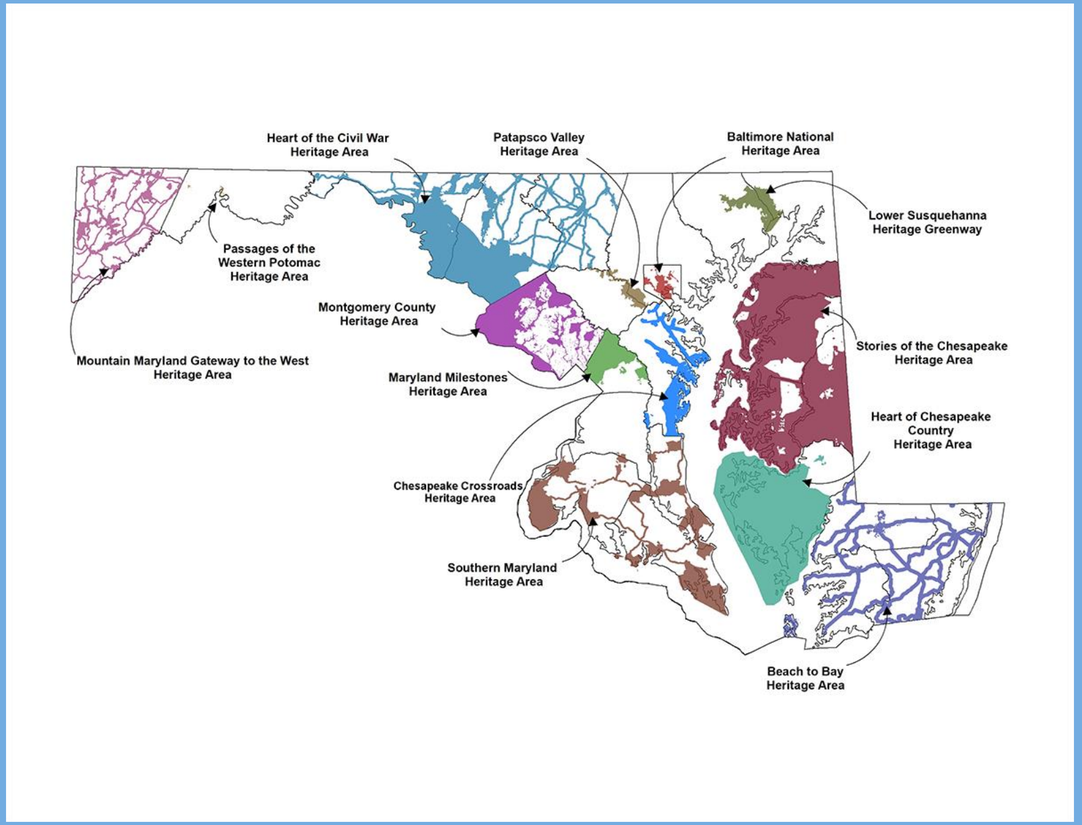
IS MY PROJECT IN A HERITAGE AREA?



DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

WHAT IF MY PROJECT IS NOT IN THE BOUNDARY?

- If your project is not in a heritage area, talk to the local heritage area director ASAP
- It is possible they are already undertaking or will be starting a boundary amendment process soon



GRANT SCHEDULE

- **January 31, 2023**: Intent to Apply forms due
- **March 1 or March 6, 2023***: Full grant applications due to local heritage areas
- **April – June, 2023**: Applications reviewed local and state level
- **July, 2023**: Grant applicants notified, and awardees may begin projects
- **August – December, 2023**: Grant agreements drafted, mailed, and signed
- **January, 2024**: First disbursements begin to be issued

*HERITAGE AREA GRANT DEADLINES

Wednesday, March 1

Pages 8-9

Heart of the Civil War Heritage Area

Mountain Maryland Heritage Area

*HERITAGE AREA GRANT DEADLINES

Monday, March 6

Maryland Milestones (Anacostia Trails) Heritage Area

Baltimore National Heritage Area

Beach to Bay Heritage Area

Chesapeake Crossroads Heritage Area (Four Rivers)

Heart of Chesapeake Country

Patapsco Valley Heritage Area

Lower Susquehanna Heritage Area

Montgomery County Heritage Area

Passages of the Western Potomac Heritage Area

Stories of the Chesapeake Heritage Area

Southern Maryland Heritage Area

Pages 8-9

TYPES OF MHAA PROJECT GRANTS

Page 6

Non-Capital

Photo courtesy of Maryland Department of Natural Resources

Capital

Photo courtesy of Rackliffe House Trust, Inc.

ALL MHAA GRANTS REQUIRE A 1:1 MATCHING CONTRIBUTION FROM GRANTEES

CAPITAL PROJECT GRANTS: "BRICK & MORTAR"

Eligible Activities (lifespan of 15 years or more)

Acquisition (fee title of real property)

Development (repair/alteration of existing building, structure or site, new construction, trails)

Rehabilitation (returning a property to a state of utility)

Restoration (accurately depicting a property as it appeared at a particular period of time)

Pre-Development (plans and specifications, fees for architectural design and engineering)

Image courtesy of Friends of the Greenbelt Museum

CAPITAL PROJECT GRANTS: "BRICK & MORTAR"

- Subject to "Section 106" review
- May require an easement through MHT
- Does NOT have to be a "historic" property
- Consent from the property owner is required

$5,000 to $100,000 with a required one-to-one match of non-state support

Hagerstown Cultural Trail, image courtesy of the City of Hagerstown

MHT PRESERVATION EASEMENTS

- As a condition of your grant, MHAA may require conveyance of a **term** historic preservation easement to the Maryland Historical Trust (MHT)
- This requirement applies only to **MHAA Capital Grants** on historic properties listed on, or eligible for listing in the **Maryland Register**; even if your property falls into this category, MHT may or may not require an easement
- The length of the term is dependent on the amount of the grant and the duration of the grant project
- The minimum term easement is 15 years, regardless of grant amount
- Additional grants would result in additional years of easement term.

Pages 7 & 16

NON-CAPITAL PROJECT GRANTS

Image courtesy of the Starr Center for the Study of the American Experience, Washington College

Planning (research, field investigation, data recovery, feasibility studies, design documents)

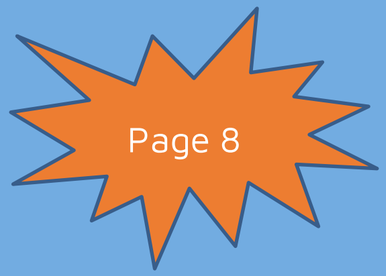
Interpretation (exhibits, signage, pedestrian wayfinding signage, interpretive brochures, educational programs and materials)

Programming (seminars, conferences, performances, reenactments, commemorations, festivals)

$5,000 to $50,000 with a required one-to-one match of non-state support

INELIGIBLE GRANT EXPENSES FOR ALL PROJECT GRANTS

- No overhead expenses for applicant organizations
  - Non-profits applying for non-capital grants may include an "indirect costs" line item in their budget; this is limited to 10% of grant funds
- No grant funds can be spent on staff salaries for the applicant organization
  - Consultant fees are eligible grant expenditures
  - Staff salaries are OK as part or all of the matching contribution
  - No grant funds can be spent on marketing expenses
  - Marketing is eligible as grantee's match
- No liquor



GRANTEE'S REQUIRED MATCH

- **All MHAA grants require 100% match**
  - For every dollar of state support, one dollar of applicant support must be contributed
  - Match cannot be spent outside the grant period or on an unrelated project

Pages 9-10

- **Other Project Costs**
  - MHAA reports on this so we can see how much money is being leveraged with state funds

Other state funds can <u>NOT</u> be used as a match (except staff time from state employees who are directly working on the project)

1:1 MATCH

Types of Matching Funds/Expenses

- Cash expenditures
- The value of staff time, volunteers, board members, and partner time **spent on the grant project**
  - Volunteer time is currently $32.82 per hour as per http://independentsector.org/volunteer_time
- Donated or discounted goods and services
- Donated or discounted materials

FY 2024 MHAA APPLICATION

Project Information
Project summary
Overall project description
Project timeline

Budget Information
Budget line items
Budget documentation

Project Impact
Connection to MHAA's program goals
Local heritage area alignment
Access and Inclusion
Why now?

Property Information (capital projects only)
Address
Significance to Community
Designations
Property Owner Consent

REVIEW CRITERIA

Project Information - 10 points

Project summary
Overall project description
Project timeline

Budget Information – 10 points
Budget line items
Budget documentation

Project Impact – 80 points
Connection to MHAA's program goals
Local heritage area alignment
Access and Inclusion
Why now?

REVIEW CRITERIA: PROJECT IMPACT

Increasing Heritage Tourism (20 points)

- What is the "product" you are creating or enhancing?
- How are you marketing/reaching people with this project?
- What amenities does this project offer to various audiences?
- Quantitative (e.g., number of projected visitors)
- Qualitative (e.g., how are you creating or enhancing a place-based experience?

REVIEW CRITERIA: PROJECT IMPACT

Building Partnerships (15 points)

- How does your project engage partners and leverage resources?
- How does your project bring common and uncommon partners together around a common, local vision?
- How do your project partners help build your organizational capacity?

EXAMPLE:

XYZ Organization developed a series of lectures highlighting the history of their local town and partnered with a local restaurant who provided the venue for free and discounted food to participants. They shared a common goal of attracting visitors to the area to learn more about its local history and boost the local economy through heritage tourism. An additional benefit was that the revenue earned from both partners allowed them to increase their organizational capacities.

REVIEW CRITERIA: PROJECT IMPACT

Sustaining Regional Identity (25 points)

- How does your project showcase the heritage area's distinctive archaeological, cultural, historic or natural assets?
- Consider how your project aligns with your local heritage area's goals, objectives, strategies, and interpretive themes
- You are encouraged to cite specific sections of your local heritage area's planning documents --- talk to your local heritage area staff if you have questions about this!

REVIEW PROCESS & CRITERIA

- Local review and state review
- Scores are combined
- Refer to the MHAA FY 2024 Project Grants Guidelines for more detailed information and a sample scoring sheet

Pages
13-14

GRANT WRITING TIPS

- Read the MHAA FY 2024 Project Grants Guidelines before beginning the application
- Don't wait until the last minute! Give yourself plenty of time to gather supplemental materials like estimates, approval letters, etc.
- Ask questions if you are not sure
  - Contact your local heritage area director or MHAA staff

GRANT WRITING TIPS

Before you start writing, ask yourself and your organization:

- Why are we doing this project?
- What is the timeline? Is there flexibility in the timeline to allow for receiving grant funds (funds will not be disbursed until 6 months after awards are announced)
- How does the project fit into your organization's "big picture"?
- What are the steps you need to take to finish the project?
- Who will undertake the work?
- What is the desired outcome?

GRANT WRITING TIPS

- Have a clear and detailed budget and project description
- Have someone unfamiliar with the project read your application
- Give your project a unique and descriptive name – one that is different from previous grants
- Provide as much detail as is requested
- Make sure your matching funds are in-hand or committed *if possible*

GRANT WRITING TIPS

Your project description, timeline, and budget should all align

The Anytown Museum will utilize MHAA grant funds to create a new **exhibit** on watermen. One or more **consultants** will be hired to **design** and **fabricate the exhibit** and **print** 20,000 copies of a **brochure** to accompany the exhibit.

Timeline:

Hire **exhibit consultant**	Jul 2023
Exhibit design completed	Dec 2023
Fabrication begins	Jan 2024
Mid-project report	Jan 15, 2024
Brochure design finalized	Feb 2024
Exhibit finished	Mar 2024
Brochure printed	Jun 2024
Final report	Aug 15, 2024

Budget:

Exhibit design consultant ($50/hr, 400 hrs)	$20,000
Exhibit **fabrication**	$40,000
Brochure design	$5,000
Brochure printing (20,000 @ $0.50 each)	$10,000

GRANT WRITING TIPS

- START THE PROCESS OF COLLECTING YOUR INFORMATION EARLY
- Provide visuals where appropriate
    - Maps, photographs, plans
- If something needs maintenance, explain how it will be maintained
    - Examples: deteriorating trails, defaced signage, annual licensing fees
- Follow the instructions in the online forms and the FY 2024 MHAA Project Grant Guidelines
    - Fill in all required fields
    - Save and back-up your work often

ADVICE FROM REVIEWERS

- Clearly define a heritage tourism project
- Explain how you project will help the local community and how the project will bring people to your heritage area
- Make a strong "elevator pitch" in your project summary - only a portion of the reviewers are assigned to read and score your full application
- Craft your application to be read by panelists from a variety of professional backgrounds
- Answer the questions on the application – don't just write what you think reviewers will want to hear
- If your project is primarily a planning or documentation project, focus on how that planning or documentation will lead directly to a heritage tourism product
    - Be specific and have a specific product identified, even if it's a future phase

SUPPLEMENTAL DOCUMENTS

DNR Approval Process (appendix H)

For projects that will take place on land owned by the Maryland Department of Natural Resources (DNR):

- You must obtain approval for your proposed project prior to submission of your application
- The standard form is included in the FY 2024 MHAA Project Grant Guidelines
- Submit the form by email to shane.johnston@maryland.gov
- Allow 30-45 day turnaround for DNR review
    - Keep your email documentation showing you submitted the form to DNR and gave time for review before the MHAA application deadline

Pages 26-27

SUPPLEMENTAL DOCUMENTS

Pre-K-12 Education Project Approval

If your project is education-focused, you will need to provide documentation that you have consulted with either the Maryland State Department of Education and/or your local school system on this project.

Resumes/CVs/Letters of Support from Involved Parties

Upload the resumes/CVs or bios, and letters of support from key staff members, board, volunteers, partners, and/or consultants you will be working on the project.

If you have not yet identified the involved parties for this project, please provide a description of the qualifications that you will be looking for.

SUPPLEMENTAL DOCUMENTS

Organizational Documents

Articles of Incorporation, Bylaws, and Proof of Non-Profit Status. All non-profit organizations will be required to provide these.

Archaeological Requirements

Applicants proposing archaeological work will need to align their project with MHT's archaeological guidelines.

ACTION ITEMS TO PRIORITIZE

- Submit your Intent to Apply by midnight on **Tuesday, January 31, 2023**

  https://mht.maryland.gov/grants.shtml
- Read the MHAA FY 2024 Project Grants Guidelines, use the checklist we provide, and add to that checklist if necessary
- Talk with staff of your local heritage area about how your project aligns with their goals
- Ask your legislators and partners for letters of support (optional)
- If you do not own the property, notify the owner that a letter of consent will be needed if grant is awarded
- Obtain DNR approval or letter from the county schools (if applicable)
- Start building your budget (get estimates for specific line items)

INTENT TO APPLY

The Intent to Apply (ITA) is a required first step for EVERY application

Begin by clicking the

Intent to Apply link on the MHT website

bit.ly/mhaa-grants

FY 2024 Grant Round

The Maryland Heritage Areas Authority (MHAA) FY 2024 grant materials for capital and non-capital heritage tourism projects are now available, including a newly revised and streamlined application!

Begin the first step in the application process by filling out the Intent to Apply form, due by **11:59 pm on January 31, 2023**.

MHAA staff will host a series of webinars and Q&A sessions to assist you with any questions you may have about the FY 2024 MHAA grant round:

Virtual Webinar (to be recorded)
Wed, Dec 21 | 10 AM–12 PM | Streamed live on MHAA's YouTube channel.

In-Person Information Session
Mon, Jan 9 | 1–2 PM | MHT Headquarters: 100 Community Pl Crownsville, MD 21032
To register, click here

Virtual Q&A Sessions
Thurs, Jan 19 | 5–6 PM | via Google Meet or dial: (US) +1 240-734-0342 PIN: 401 749 765#
Mon, Jan 23 | 3–4 PM | via Google Meet or dial: (US) +1 574-621-3704 PIN: 103 590 765#
Tue, Jan 31 | 10–11 AM | via Google Meet or dial: (US) +1 929-299-3166 PIN: 257 026 949#
Fri, Feb 10 | 12–1 PM | via Google Meet or dial: (US) +1 862-259-5973 PIN: 521 719 217#

Please contact Martha Waldron at martha.waldron@maryland.gov, or Andrew Arvizu at andrew.arvizu@maryland.gov with any questions.

INTENT TO APPLY

Maryland Heritage Areas Authority
Eligibility Quiz

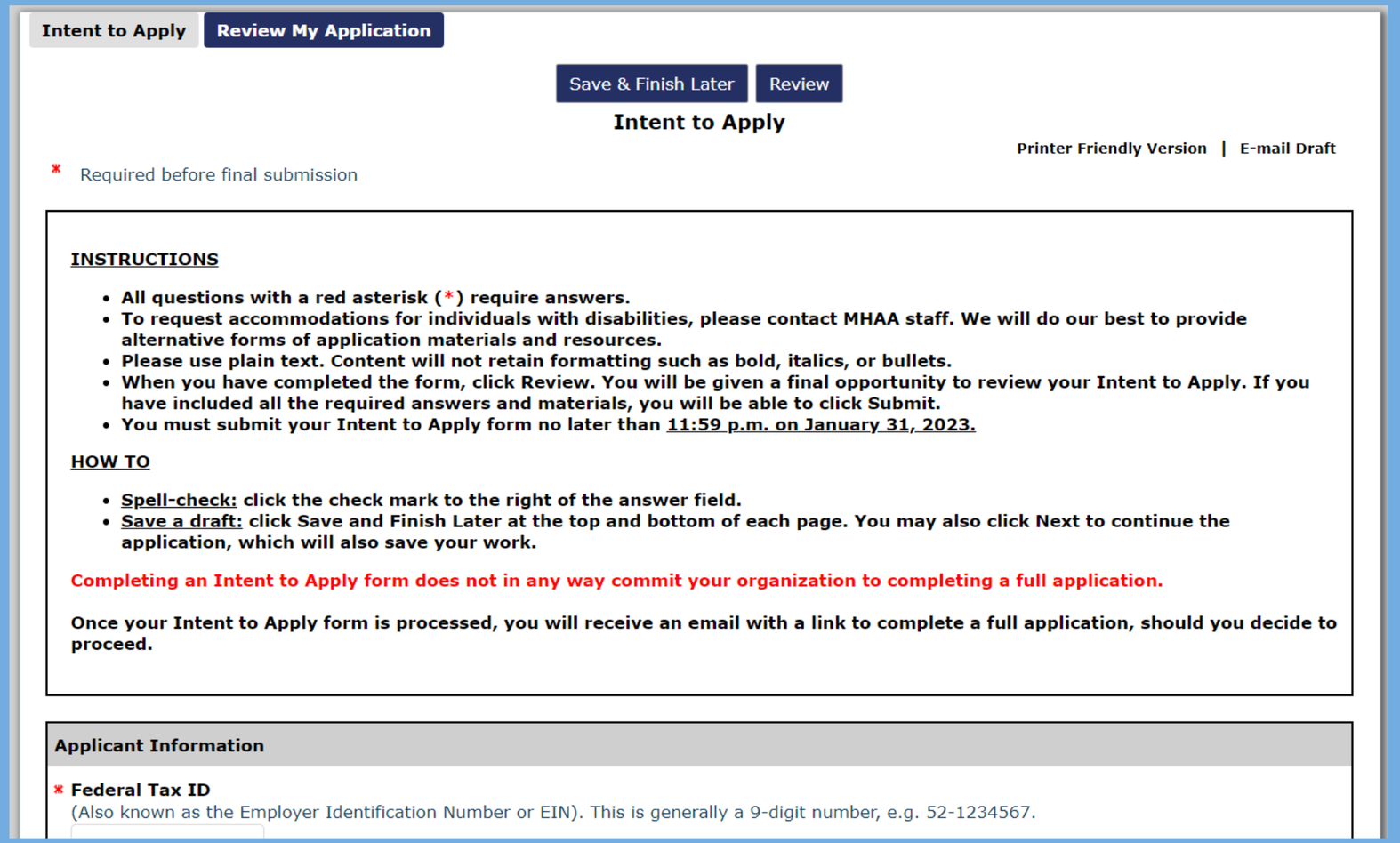
Please select the Certified Heritage Area in which your project is located.
(If your project takes place in more than one heritage area, just select one of the applicable areas). If you don't know if your project will take place within the boundaries of a heritage area, please search for the property address in the Medusa mapping system, available here. Watch a short tutorial video about determining if you are in a heritage area here.

Note: To turn on the Heritage Areas layer of the Medusa mapping system, Click the "Layers" tab in the upper left, and check "Other MHT Base Data" and then click the down arrow to open the sublayer list, and check "Maryland Heritage Areas." You can then search for an address, and the heritage area will appear as a pink striped area.

-Select One-

Next

INTENT TO APPLY



Intent to Apply | Review My Application

Save & Finish Later | Review

Intent to Apply

Printer Friendly Version | E-mail Draft

* Required before final submission

INSTRUCTIONS

- All questions with a red asterisk (*) require answers.
- To request accommodations for individuals with disabilities, please contact MHAA staff. We will do our best to provide alternative forms of application materials and resources.
- Please use plain text. Content will not retain formatting such as bold, italics, or bullets.
- When you have completed the form, click Review. You will be given a final opportunity to review your Intent to Apply. If you have included all the required answers 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 31, 2023.

HOW TO

- Spell-check: click the check mark to the right of the answer field.
- Save a draft: click Save and Finish Later at the top and bottom of each page. You may also click Next to continue the application, which will also save your work.

Completing an Intent to Apply form does not in any way commit your organization to completing a full application.

Once your Intent to Apply form is processed, you will receive an email with a link to complete a full application, should you decide to proceed.

Applicant Information

* **Federal Tax ID**
(Also known as the Employer Identification Number or EIN). This is generally a 9-digit number, e.g. 52-1234567.

INTENT TO APPLY

Submitting an Intent to Apply form online before midnight on **January 31, 2023** is required

Nothing you write in your ITA is set in stone. You can change it in the full application.

We recommend that you print a copy of your ITA for your records.

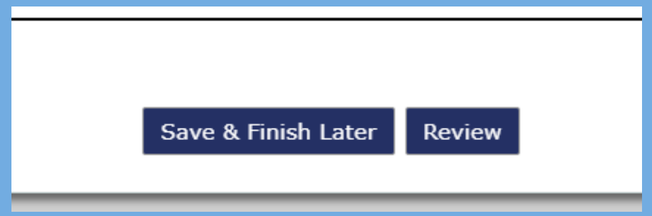
INTENT TO APPLY

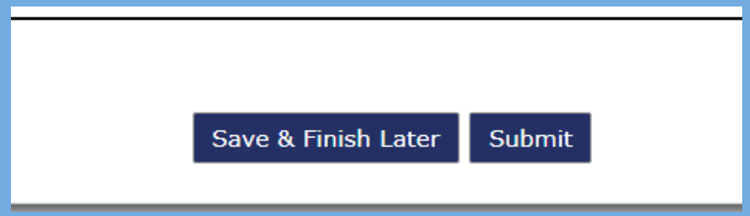
Need to access an ITA you already started?

Click the **My Grant Account** button on the MHT website

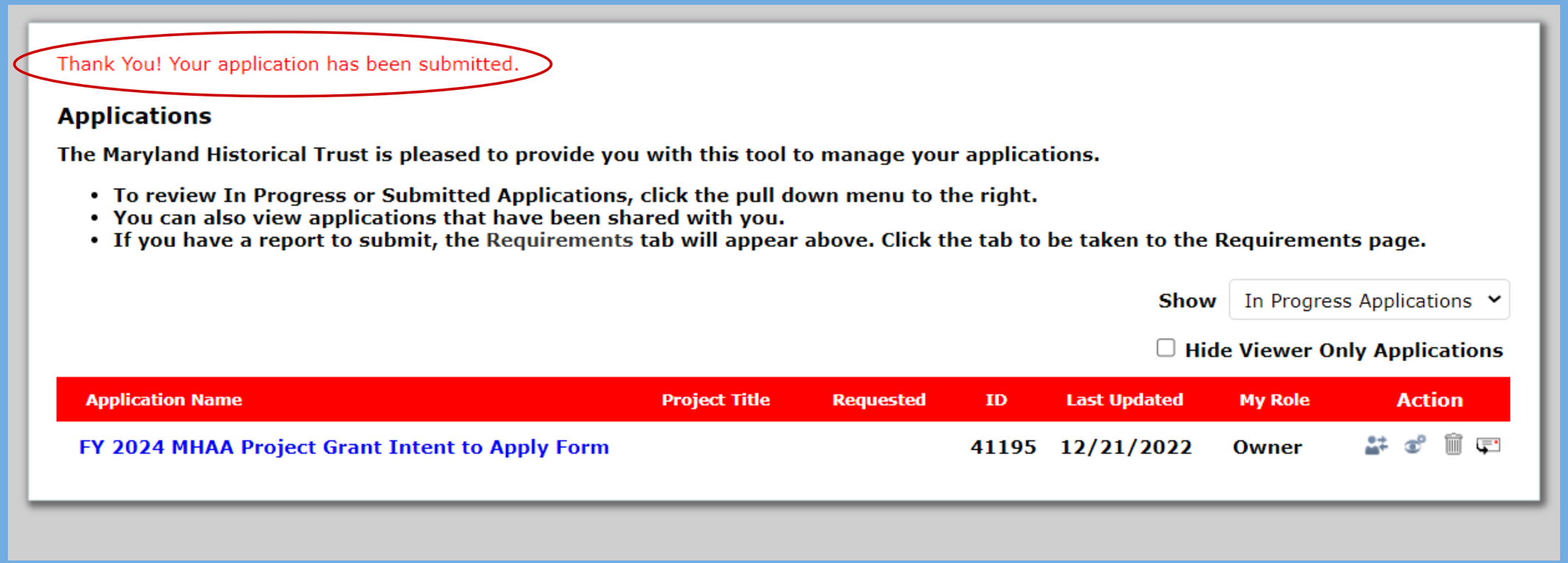
SUBMITTING YOUR INTENT TO APPLY

- After you review your Intent to Apply, print/save a copy for your records by clicking the Printer-Friendly Version link in the upper right hand corner
- When you are ready, and have reviewed the document for errors, click Submit
    - <u>You won't see a submit button until you have clicked Review</u>
- You will see a confirmation message at the top of the page and will also receive an email confirmation





SUBMITTING YOUR INTENT TO APPLY


Thank You! Your application has been submitted.

Applications

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 In Progress Applications

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
FY 2024 MHAA Project Grant Intent to Apply Form			41195	12/21/2022	Owner	

NEXT STEPS: AFTER SUBMITTING ITA

- You will receive Intent to Apply form feedback from your local heritage area
- Complete the Full Application by your local heritage area's deadline
- Some heritage areas provide feedback and allow you to reopen your application for additional edits before they are passed on to the state reviewers
- If your application is complete and there are no questions from reviewers, you may not hear from MHAA until July 2023

  OR

- MHAA staff *may* reach out to the project's primary contact with questions.

UPCOMING Q&A SESSIONS

In-Person Q&A Session

Monday, January 9 from 1 to 2 PM

MHT Headquarters

100 Community Place Crownsville, Maryland

Virtual Q&A Sessions

Thursday, January 19 from 5 to 6 PM

Monday, January 23 from 3 to 4 PM

Tuesday, January 31 from 10 to 11 AM

Friday, February 10 from 12 to 1 PM

Visit
bit.ly/mhaa-grants
for call-in information

ANY QUESTIONS? PLEASE CONTACT US!

Next on the Agenda

MHT Online Grant Application System Basics

If you are comfortable using the MHT Online Grant Application System, you may not need to watch this portion of the workshop/webinar.

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Administrator
410-697-9686 | ariane.hofstedt@maryland.gov

Andrew Arvizu
Assistant Administrator
410-697-9514 | andrew.arvizu@maryland.gov

Martha Waldron
Assistant Administrator
410-697-9555 | martha.waldron@maryland.gov

MHT Online Grant Application System

How to use the system

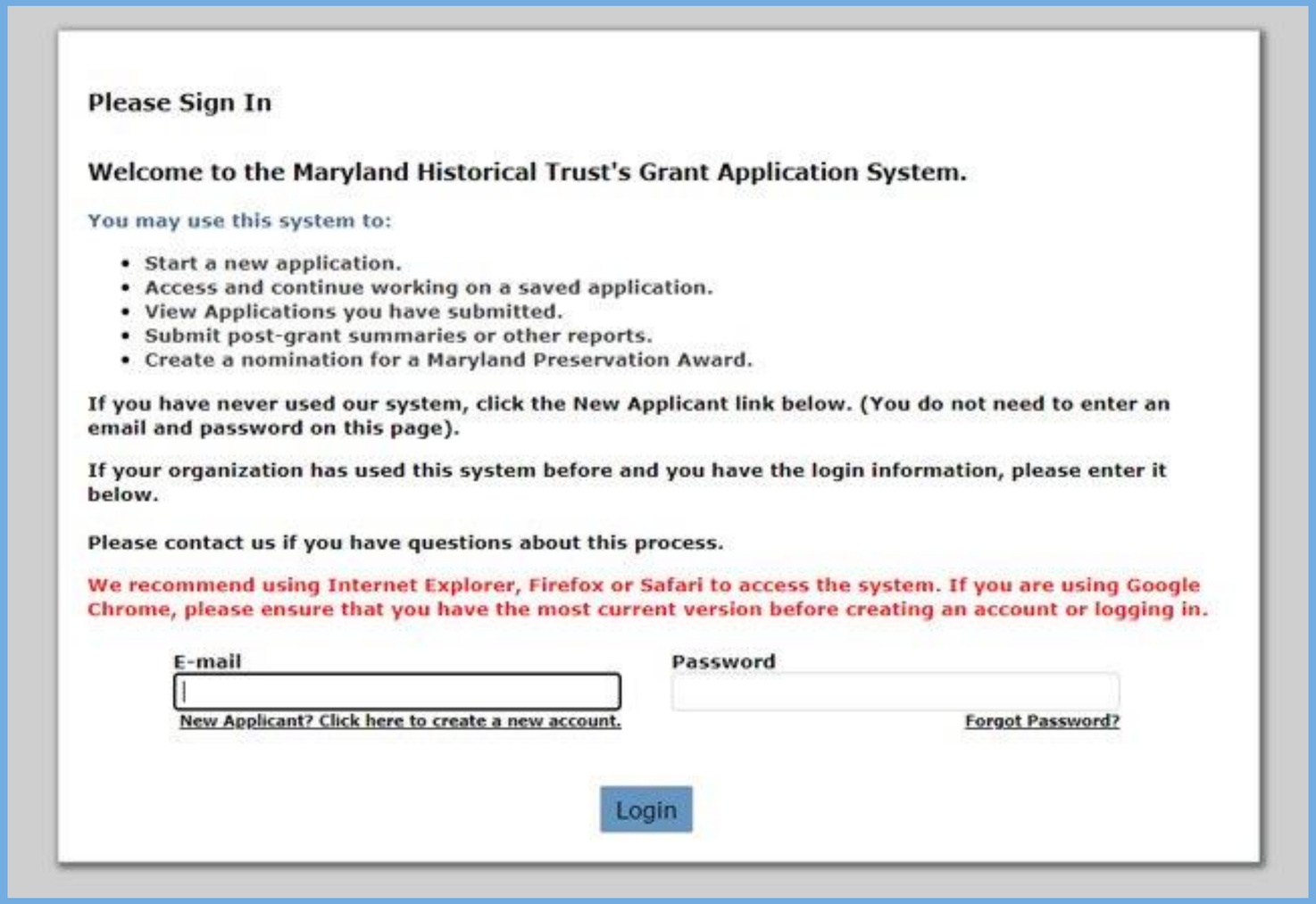
CREATE AN ACCOUNT

Each organization should have a single account

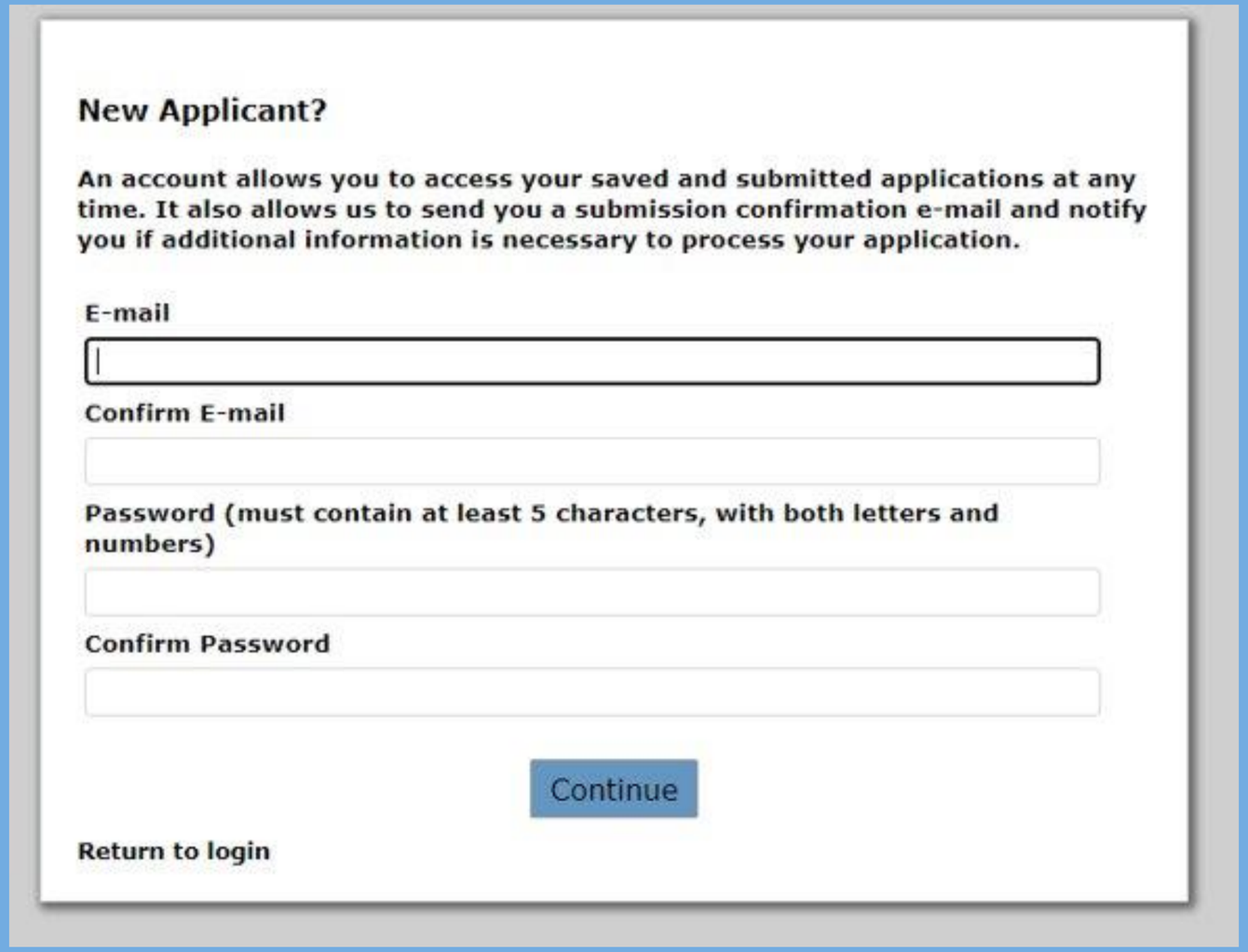
- The account can be transferred to another person at any time by MHAA staff
- Multiple accounts can view an application
- Only one account can edit an application/submit reports

The email address that is used to create the grant application will be the email that receives confirmation emails and auto-reminders from the system

CREATE AN ACCOUNT



CREATE AN ACCOUNT



GENERAL TIPS

All fields with a red asterisk (*) are required

You can spellcheck text boxes that have a checkmark (√) next to them

Word limits are listed below each text entry box. They do not show up on the printer-friendly version

You can move from section to section by clicking the tabs along the top of the page

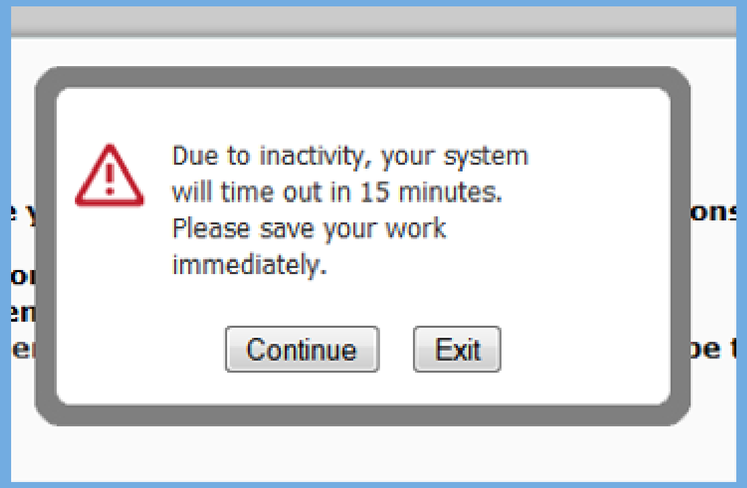
Sections save when you click **Save**. Do this before moving to the next section.

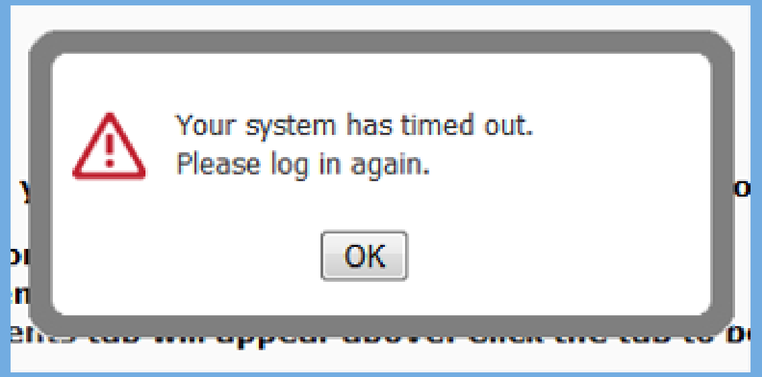
* **SAVE and Finish Later** will bring you back to the first section of the application.

<u>Always</u> have your answers saved in another document (not just the online form!)

SAVE YOUR WORK

The system will time out after **45 minutes**





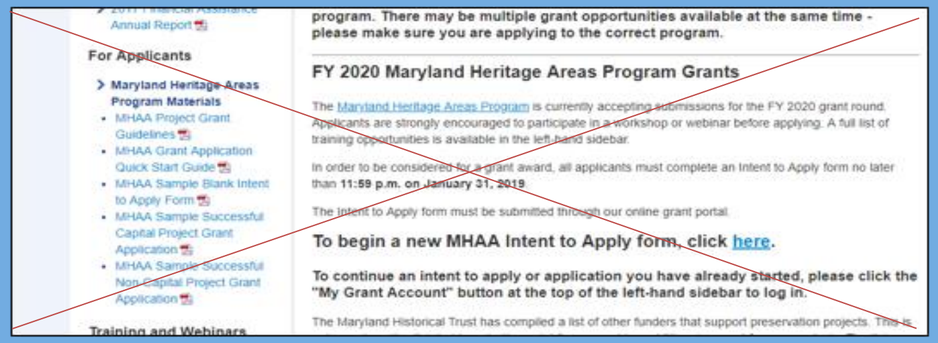
If you do not save before the system times out, you will lose your work

Even if you are typing, if you haven't saved or moved to the next section, the system will think you are inactive

ACCESSING IN-PROGRESS FORMS

To return to a saved Intent to Apply or the Full Application, go directly to the MHT Grant Application System

- **Navigate to**: https://www.grantrequest.com/SID_1777/?SA=AM
- OR click the **My Grant Account** button on the MHT website
- Do not click on the link to the Intent to Apply form once you have begun your application – it will start a new one



BEGIN YOUR FULL APPLICATION

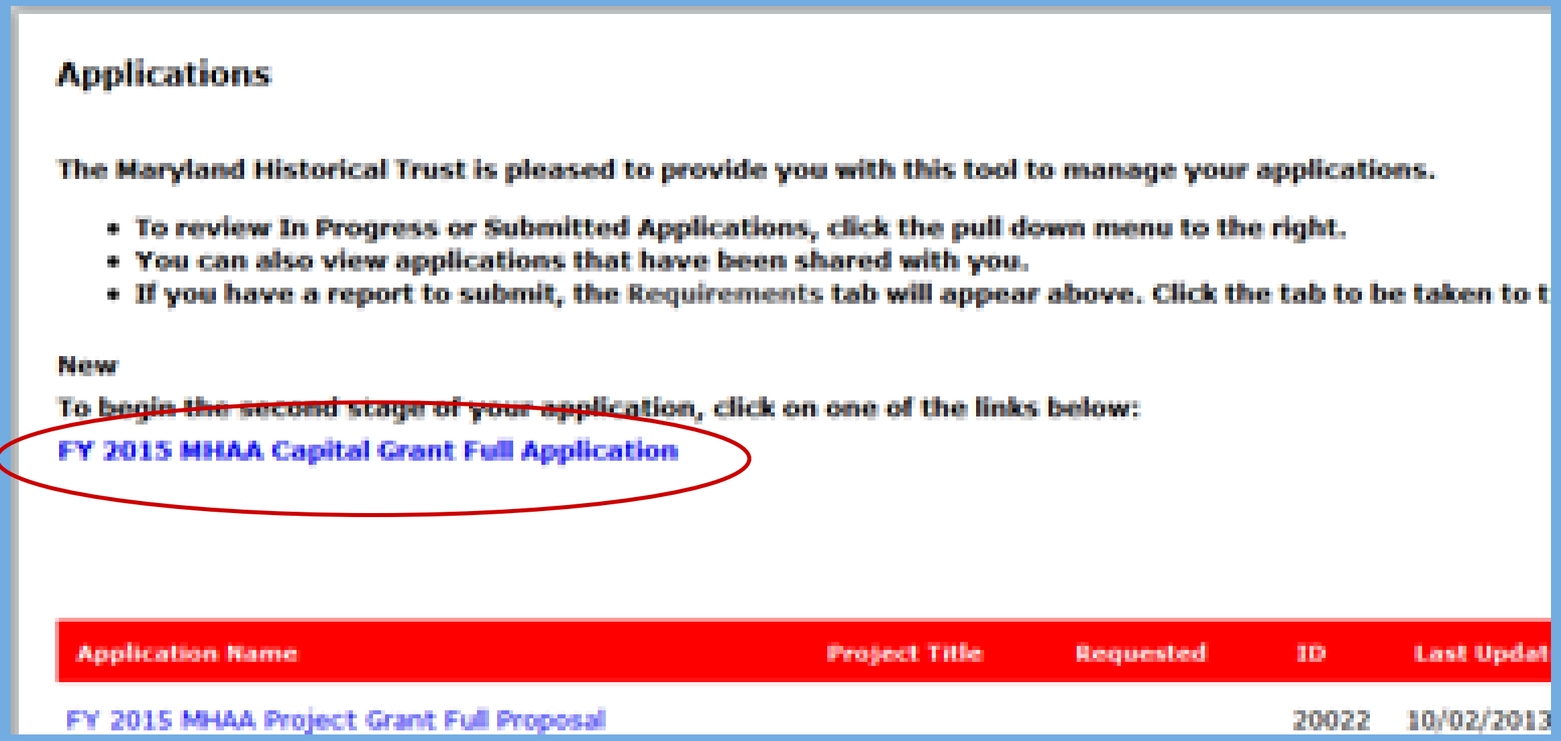
Once you submit an Intent to Apply form (due January 31, 2023) and MHAA staff process it, the full application will be released to your online account.

You will access it by logging into "My Grant Account" on the MHT website

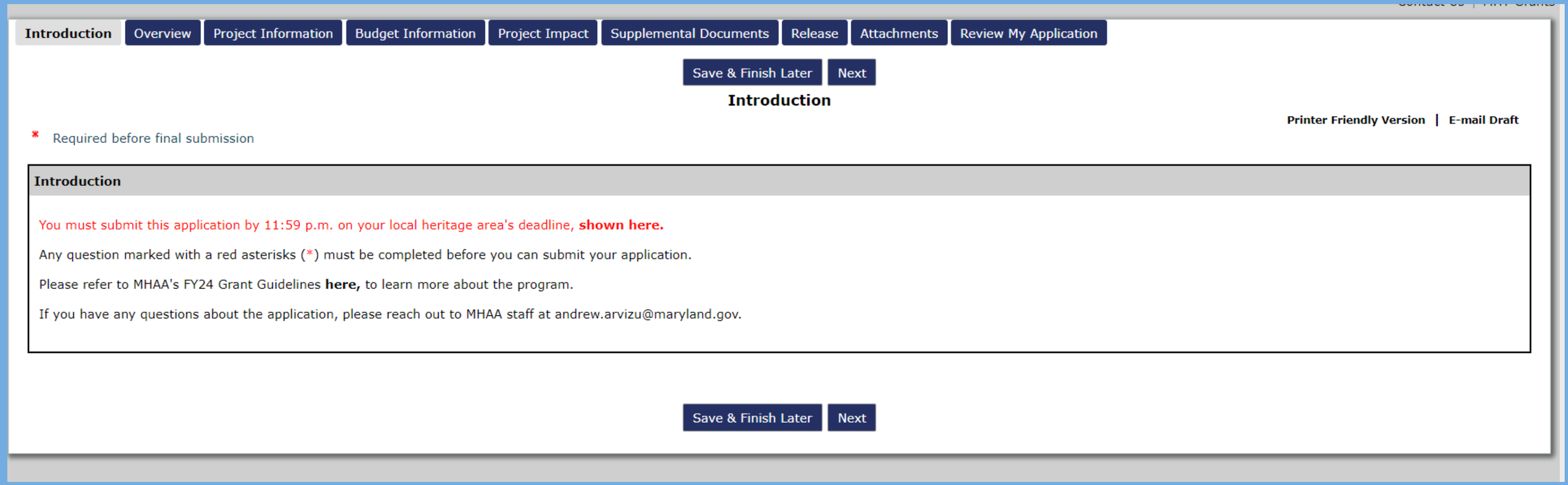
Consult with your local heritage area staff before beginning your full application. They will give you feedback that can help your proposal.

BEGIN YOUR FULL APPLICATION

In your online account, in the upper left corner, under "New," you will see the link to begin the full application

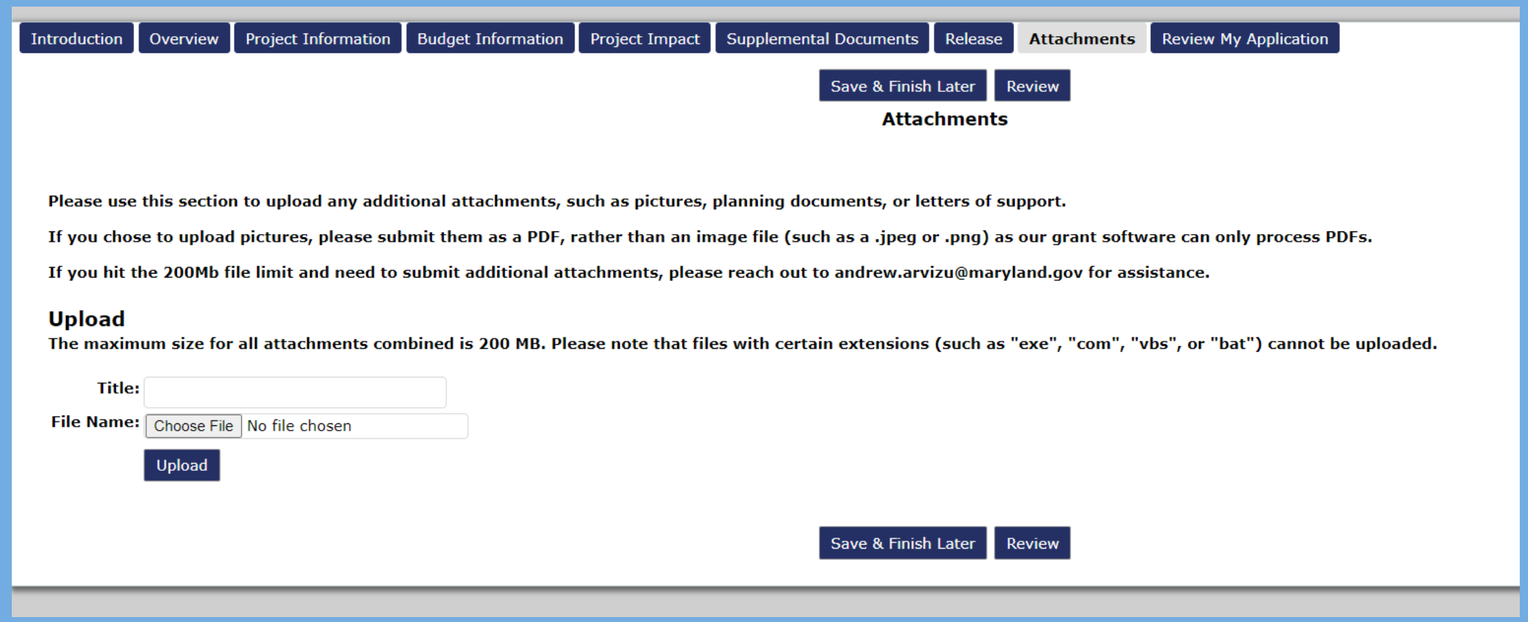


BEGIN YOUR FULL APPLICATION



UPLOADING DOCUMENTS

1. Click the **Choose File** button next to the upload field
2. Browse to the location of the document on your computer
3. Highlight the document and click **Open**
4. Click the **Upload** button



Note: on the Attachments tab, you will need to title your uploads

DEPARTMENT OF PLANNING
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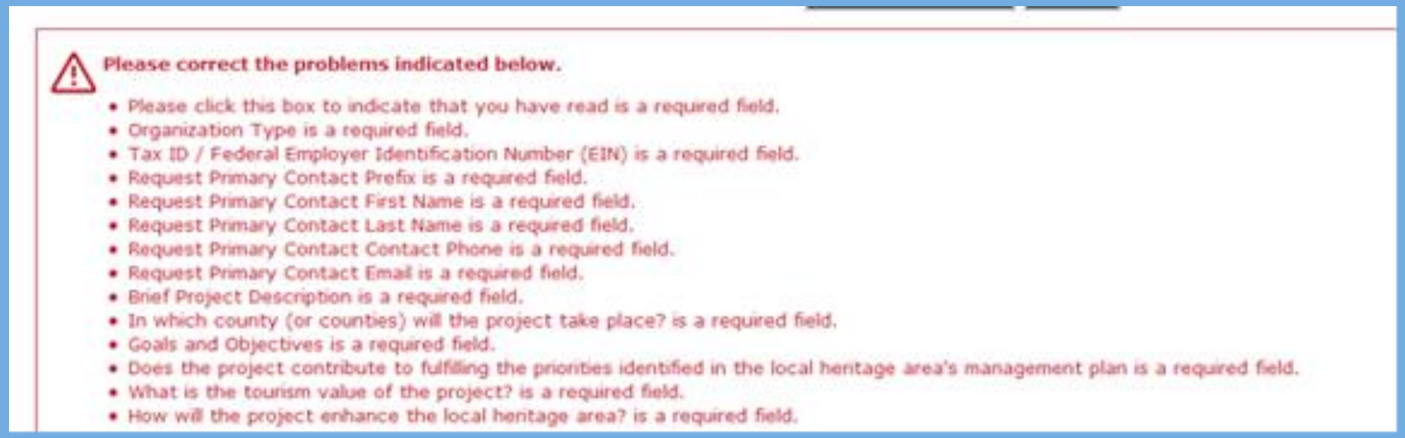
REVIEWING YOUR APPLICATION

Your application is complete when:

- You have filled in all required fields
- You have uploaded all required documents

When that is done, click the **Review My Application** tab. If you have missed any required items, they will be identified in red.



SUBMITTING YOUR APPLICATION

You must resolve all outstanding problems before you will see a **Submit** button

Keep in mind that while some fields are not required (no red asterisk), that does not mean you should leave fields blank. If they apply to you, you should fill them out.

When you submit, you will receive confirmation on the screen and confirmation via email

You cannot make changes to an application once it has been submitted, unless it is "released" back to you by MHAA staff

ANY QUESTIONS? PLEASE CONTACT US!

Maryland Heritage Areas Authority

mht.maryland.gov/heritageareas

MHT.grants@maryland.gov

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