FY 2024 AAHPP Grant Application

Instructions

FY2024 AFRICAN AMERICAN HERITAGE PRESERVATION PROGRAM GRANT APPLICATION

Application Deadline (online submission):
11:59 pm on July 17, 2023

The **African American Heritage Preservation Program** provides grants to assist in the preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland. The AAHPP is administered as a partnership between the Maryland Commission on African American History and Culture (MCAAHC) and the Maryland Historical Trust (MHT).

Please read the following instructions before beginning your application:

- Review the **Grant Guidelines** available HERE before beginning your grant application.
- The program webpage can be found HERE and has webinar information and other application documents.
- Award announcements for this application round will be made no sooner than December of 2023.
- We strongly recommend that you **contact MHT and MCAAHC staff** before applying to be sure your project is eligible and to obtain appropriate guidance.
- For assistance in the development of project purpose and scope, and interpretation please contact Chanel Johnson, MCAAHC Executive Director, at chanel.compton@maryland.gov or 410-216-6190.
- For assistance with construction, budget, online application or eligibility questions, please contact Barbara Fisher, MHT Capital Grant Administrator, at barbara.fisher@maryland.gov or 410-697-9574.

Notes on completing the online application:

- The "Quick Start" Guide provides tips for using the online application and is available here HERE.
- All questions with a red asterisk (*) require answers. You will not be able to submit your application without answering these questions.
- In reviewing applications the MCAAHC will take into account any existing projects with unused grant funds.
- Any fraudulent information disclosed in this application will immediately disqualify the application from the selection process.

Acknowledgement

Please click this box to indicate that you have read and understand the grant guidelines, available HERE.
No

Overview

Applicant/Organization Name

Property Name
If the property does not have a name use the street address.

Other Property Name(s), if any
If the property had other names historically, list those names here.

Project Description

Construction Project

In this section you will describe your construction project. Please only describe construction or acquisition activities - you will have an opportunity to describe your site and its use later in the application.

Construction Project Description
Describe the overall construction project, including very recently completed work and immediate future phases of work. See the info box for an example.

Grant Project Scope of Work
List the construction work that this specific grant would fund.

Project Urgency
Why is the proposed grant project an urgent priority now? What will happen if this project does not proceed at this time?

Key Steps and Timeline
Provide an outline/sequence of work with approximate dates for the project. Please list the construction steps you will take to complete the project. Indicate which steps will be funded by this grant. See the info box for information on start/end dates and the Grant Guidelines for an example.

Budget

Project Budget

- **A list of ineligible costs can be found in Exhibit 3 of the Grant Guidelines.**
- **Complete a detailed budget using the Excel spreadsheet, which you can download and complete by clicking HERE.**

Detailed Project Budget
Using the line items from your "Grant Project Scope of Work" answer on the previous application tab ("Project Description"), provide a detailed project budget and upload it here. Upload the budget spreadsheet as an Excel file and not as a PDF.

Grant Funds Requested

Grant Funds Requested

The maximum amount you can request for an AAHPP project is $250,000.
The suggested minimum is $10,000.
Round up to the nearest increment of $1,000.

Other Project Funds

Other Project Funds (non-state sources)

If you have included "Other Project Funds" on your budget spreadsheet include the total here. Use numbers only, no dollar signs or decimals.

Describe efforts to identify other sources of funding for this project.

Describe costs for this phase of the project that are currently unfunded. Describe your organization's efforts to fund this project from sources other than this grant program. Include grants from non-state agencies that you have applied for but do not know the outcome, such as from Preservation Maryland, loan applications in progress, or research into possible funding options, etc.

Describe other STATE FUNDS committed to this phase of work.

Describe other STATE FUNDS that will support this phase of work. Describe your strategy for funding any portion of this phase that is currently unfunded with other state funds (e.g. other state grant or loan programs, bond bills, etc.).

Public Benefit

Public Benefit

Property Use

What is the current use of the building? If the use will change, what will the new use be? If the property is currently vacant or inaccessible to the public, will the grant project result in the property entering public use? See the info box for an example.

What is the benefit of the property and/or project to the public and local community?

How is the property used to educate the public?

Describe how the property will be used to increase awareness and understanding of African American history and culture in Maryland. How do the project goals relate to the goals of MCAAHC and MHT (see the info box). How will you ensure that the public will learn about your property or project?

What provisions exist or will be made for physical or programmatic access by individuals with disabilities?

What hours per day, days per week, and months per year will the project / property be open to the public?
If the property will not be open regular hours, please indicate how access will be made available.

Significance & Impact

Significance

What is the historical and cultural significance of the property?

Impact

Describe how your project addresses the 2023 Association for the Study of African American Life and History (ASALH) theme of Black Resistance.

Describe how this project will engage with or stimulate other activities, programs, projects, or partnerships throughout the community. Does the project utilize methods or techniques that are unique and innovative? Does it have the potential to be a model for other projects?
Does your site support community groups or has your organization formed unique partnerships or community opportunities?

Property Information

Property Information

Address of Project Property
Include the physical street address, city, and zip code of the property (only one property per application).

In which county is the project located?

Property Street Map (optional)
If Google Maps does not pull up your property correctly based on the street address, please upload a street map marked with the location of the grant project property and showing nearby street names.

Property Site Map (optional)

If your property consists of multiple buildings, please upload a site map marking the building(s) that will be part of the grant project.

History of Construction / Alterations

Give the approximate date the property was constructed, and list any significant alterations, additions, or restoration work undertaken in the past, including years.

Property Owner Information

Legal Name and Address of Property Owner or Owner Entity

Relationship of Property Owner to Grant Applicant Organization

If property owner and grant applicant are the same, state "Same". If property owner and grant applicant are not the same, explain the relationship. If property owner is different than who is listed in SDAT, explain why.

Property Owner Consent

Upload a letter from the property owner indicating consent to the project and willingness to donate a preservation easement to MHT, if required. The letter must be submitted even if the applicant and property owner are the same. Include the letter even if the property has already conveyed a preservation easement to MHT. Failure to submit the required letter using the required language will result in your application being ineligible for funding. A letter template, can be found for upload HERE.

Upload Property Photos

- Submit 10 or more photographs of the project property. Please do not submit JPEG or TIFF files.
- Photographs should include overall images of all elevations of the exterior of the building, general interior images as applicable to the project, and detailed images as applicable to your scope of work.
- If your property has multiple structures, include at least one photo of each structure or (if there are too many structures) a few general photos of the site.
- The best way to submit photos is to create a Word document and paste the photos into it and either submit the Word File or convert this to a PDF and submit that.

Upload Document of Photographs

Project Management

Project Management & Administrative Capability

Describe your organization's administrative and financial experience, ability to manage the property, and to manage a grant of this type.

Describe your organization's experience with managing grants and with construction projects. Describe the ability of your organization and/or the property owner to administer the property or project into the future. Identify any key individuals within the **applicant** organization who will be involved in the implementation of this project.

Upload a resume or narrative of relevant experience for up to three key individuals identified in the previous question.

Additional resume / narrative

Additional resume / narrative

Consultants and Partners

Identify any key individuals OUTSIDE of the applicant organization who were consulted for professional advice in the development of this grant application or who are already involved in an ongoing phase of this project (i.e. contractors, consultants or partners). If available, you may attach estimates below.

Please note that all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded.

Include the name, title, company name, and field of work (architecture, engineering, construction, etc.) for each person listed.

Estimate (optional)

Estimate (optional)

Estimate (optional)

Applicant

Applicant Organization

Legal Name

The name provided must match EXACTLY the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). Check your organization's legal name by clicking HERE.

Organization Type

Tax ID / Federal Employer Identification Number (EIN)
For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567. For applicants such as individuals and private owners that do not have an EIN or other taxidentifier, enter N/A. DO NOT ENTER A SOCIAL SECURITY NUMBER.

Proof of Non-Profit Status (if applicable)
If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service. If your organization's non-profit status is through a larger umbrella organization, you may also upload the letter authorizing your organization to use the EIN under which you are applying.

Organization Mailing Address

City **State**
- Select One -

Zip Code

Organization General Phone Number

Extension

Organization General Email Address

Website Address

Organizational Documents
Non-profit organizations and business entities must upload copies of their organizational documents (if you have submitted these to MHT within the past 5 years, this is optional). For most organizations this will include the filed Articles of Incorporation or Articles of Organization, Bylaws, Charter or an Operating Agreement. Government entities and private individuals do not need to upload organizational documents.

You can upload one document to each upload box below. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

Organizational Document

Organizational Document

Organizational Document

Project Contact Person

This is the person who will receive all correspondence, notifications and reminders regarding the grant.
You will have an opportunity to provide the contact information for a grant writer (if applicable) in the next question. Do not list the same person twice.

Prefix **First Name**
- Select One -

Last Name

Title

Contact Address

City **State**
- Select One -

Zip Code

Contact Phone

Extension

E-mail

Only complete this section if you utilized a grant writer who has not already been listed elsewhere in the application.

If this grant was prepared by **someone other than the Project Contact**, please provide their information here. Do not enter the same person if they are listed above. Please note that this individual will not receive reminders and notices associated with the project.

Prefix **First Name**

<None>

Last Name

Title

Address

City **State**
<None>

Zip Code

Phone

E-mail

Support

Support for the Project

Please list the elected official(s) and other individuals from whom you have requested letters of support. You should request at least two letters of support, one of which should be from an elected official from your project's local jurisdiction. Others may come from other community leaders and partners, subject matter experts, or state representatives.

If you have SIGNED copies of the support letters, you can upload them here. Please DO NOT submit unsigned letters.
Letters are sometimes submitted electronically or by mail directly to MHT.

Letter of Support

Letter of support

Letter of Support

Release & Consent

Release and Consent

MHT regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings. MHT does NOT share applicants' financial information unless required to do so by law.

Photographs of the project which have been taken by MHT staff may also be made available to the public.

In rare cases, application information may be requested under Maryland's Access to Public Records Act (the "Act").

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the Project for which I have received financial assistance, and I hereby authorize MHT to print, publish or post pictures of the Project and to make application materials available to the public.

If you consider information in this application confidential and do not want it made available to the public, please indicate your objections in writing and upload your letter below.

Upload your letter of objection, if applicable, here.

I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act.
Do not check the box if you have uploaded a letter of objection.
No

Legal Authorization

I certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization.
No

Full Name of Legally Authorized Submitter
This must be someone legally authorized to sign for your organization.