

Creating a New Account in the Maryland Historical Trust's Grant Application System

This system is also used to process grant requests to the Maryland Heritage Areas Authority

This walkthrough is designed to provide you with an overview of how to create a new account with the Maryland Historical Trust's online Grant Application System. Applicants use this online system to submit grant applications and reports.

Start by navigating to the online grants system here:

[My Grant Account](#)

*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.*

1. MHT has launched an entirely new applicant portal to be used for submitting grant applications and reports. Please note, that all applicants – **NEW AND RETURNING** – will need to create a new account with MHT's Grant Application System. Click on "Create account".

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

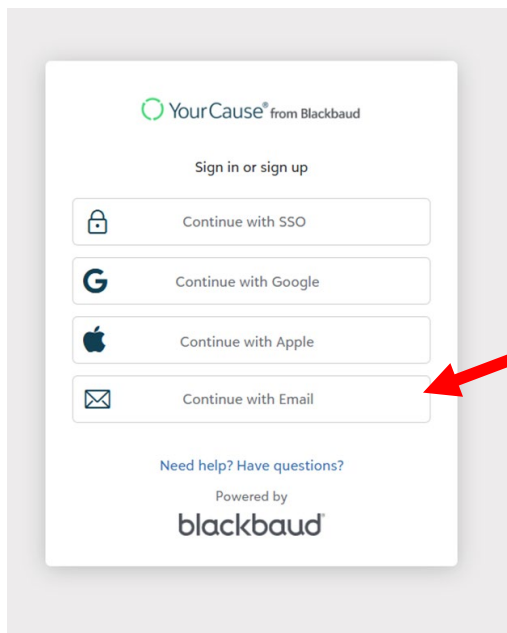
Remember me

Sign in

Need help signing in? | [Create account](#)

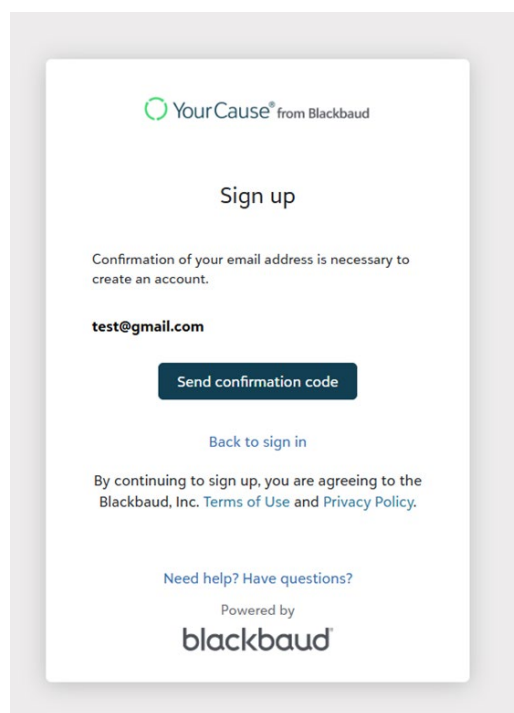
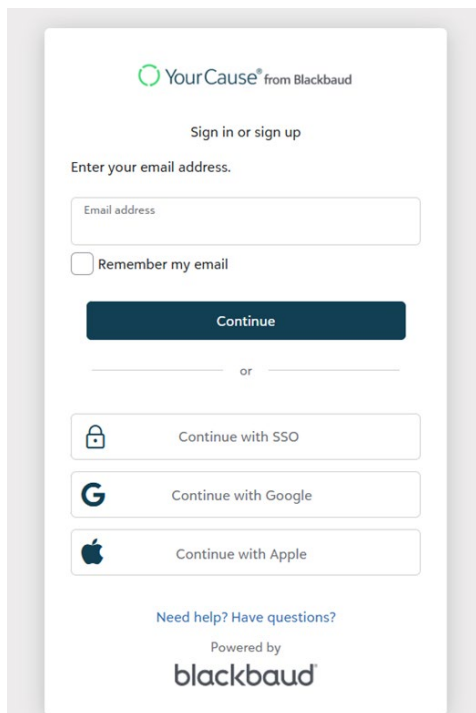
Powered by: YourCause

2. MHT’s new applicant portal allows you to create an account using SSO, Google, Apple, or email. **We recommend using “Continue with Email”.** Please note that the email used to create your account will be the same email address you use for all future logins. MHT will use this same email address for all correspondence related to your grant request.



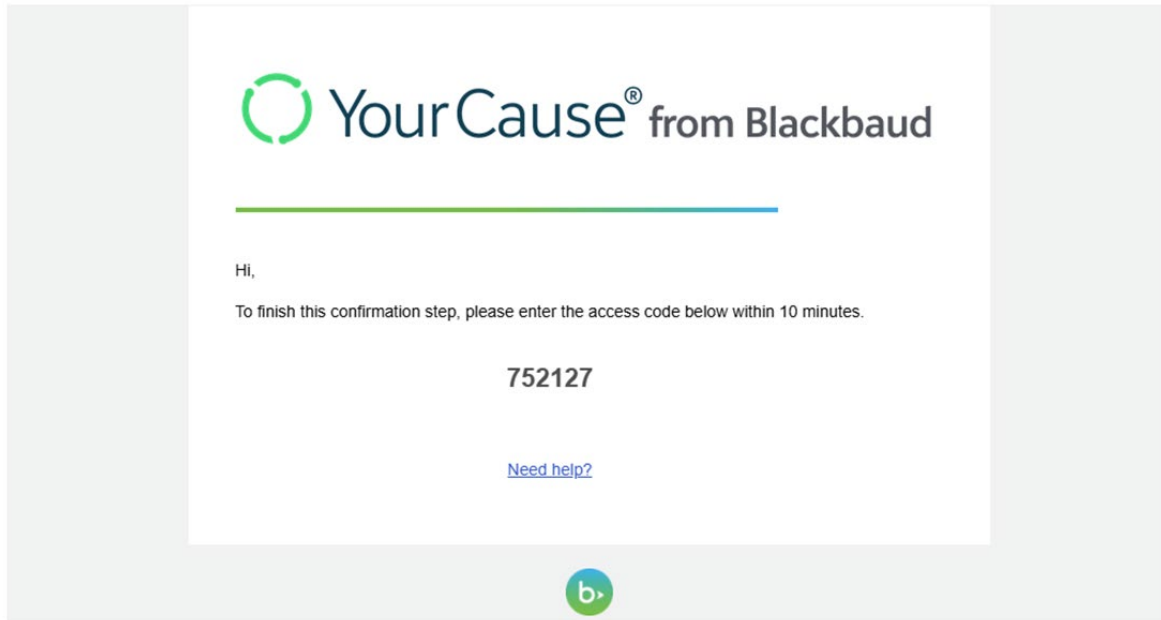
If you choose to sign up using SSO, Google, or Apple, follow the screen prompts to create a new account.

3. Enter your email address and click “continue”, the screen will advance and allow you to click “send confirmation code” which the system will send to the email you entered on the previous screen. If you do not receive this email, check your spam folder or try entering your email address again and following the prompts on the screen.

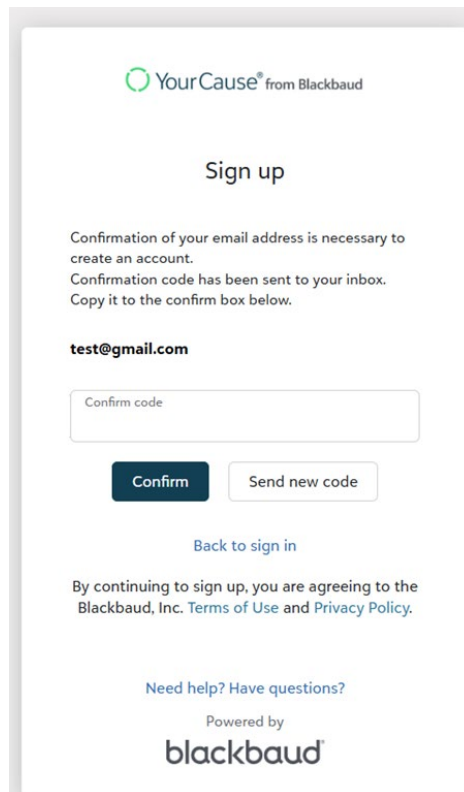


4. Check your email for the confirmation code from Blackbaud.

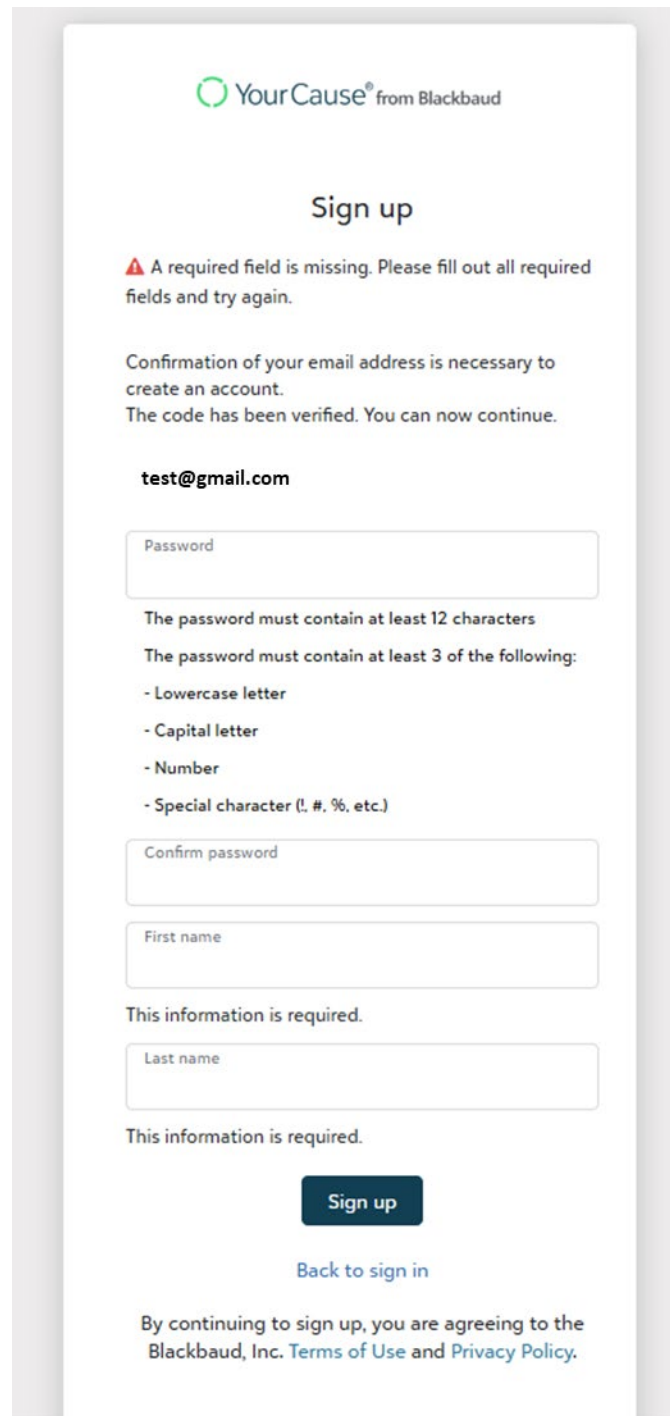
From: Blackbaud <noreply@blackbaud.com>
Date: November 8, 2024 at 12:06:06 PM EST
To: test@gmail.com
Subject: Verify your email address




5. Enter the code that you receive in your email inbox into the “Confirm code” box on the sign up screen and click “Confirm”.




6. Once confirmed, you will need to set a password. This will be the same password that you will use for all future logins to the online grants portal. Write this password down so you can remember it. Please note the requirements: it must contain at least 12 characters and contain at least three of the following – a lowercase letter, capital letter, number, or special character. That password will then need to be confirmed on the following line. If the passwords do not match, you will receive an error message and will need to re-enter your passwords until they are the same. Then enter your first and last name and click “Sign up” at the bottom.



 YourCause[®] from Blackbaud

Sign up

 A required field is missing. Please fill out all required fields and try again.

Confirmation of your email address is necessary to create an account.
The code has been verified. You can now continue.

test@gmail.com

Password

The password must contain at least 12 characters
The password must contain at least 3 of the following:

- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name

This information is required.

Last name

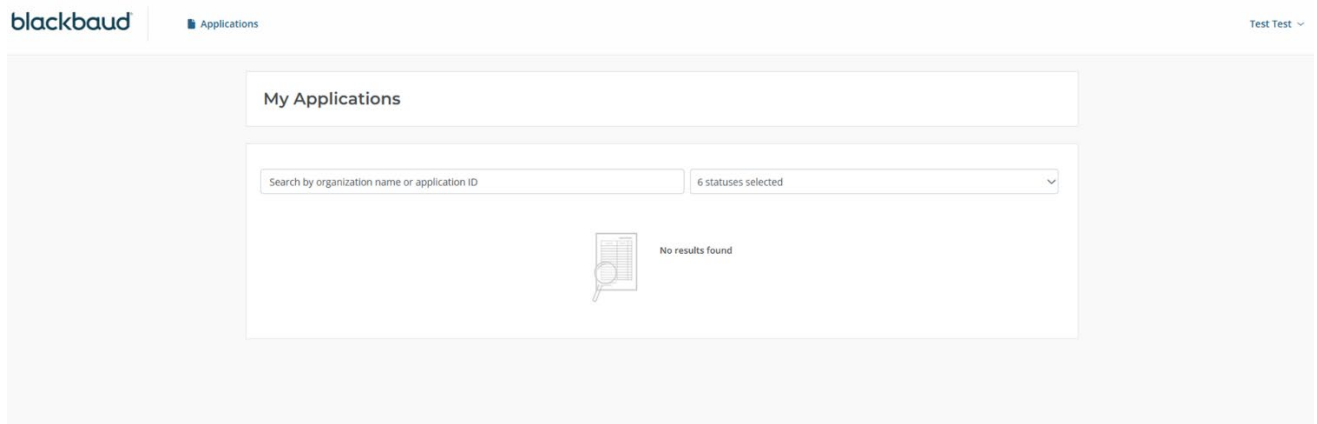
This information is required.

Sign up

[Back to sign in](#)

By continuing to sign up, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

7. When you first login, your “My Applications” home screen will be blank. Until you begin a new application, this screen will not show any grant opportunities, drafts, or submitted applications. With the migration to the MHT’s new online grants portal, returning users will lose access to all of their previous application history with MHT.



Need help? Have questions? Email us at mht.grants@maryland.gov