

Maryland Historical Trust Historic Preservation Capital Grant Program



Welcome!

FY25 Q&A Session

Wednesday, February 5th

<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>



Program Basics

<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>



- **Fund capital (construction-related) projects for historic properties**
- **Maximum grant amount = \$100,000**
- **Eligibility requirements**
 - **Eligible applicants**
 - **Eligible properties**
 - **Eligible projects**
- **Application deadline is March 17th at 11:59 pm**



Allegheny County Courthouse, Allegheny County

[MHT's YouTube Channel Webinar Playlist](#)

[FY 25 General Overview Webinar Slides](#)

Getting Started

<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>



My Grant Account



Quick Links

- [Guidelines and Resources](#)
- [2024 Awardees](#)
- [Current Funding Opportunities](#)
- [Grant Application Quick Start Guide](#)

Historic Preservation Capital Grant Program

The Historic Preservation Capital Grant Program promotes the acquisition, restoration, and rehabilitation of historic properties in Maryland. Eligible properties are limited to those which are listed in or determined eligible for the National Register of Historic Places, either individually or as a contributing structure within a district. The program typically receives an annual appropriation of \$600,000 for grants per year. Applications for the Historic Preservation Capital Grant Program are typically available in February and due in mid-March, with decisions made by July every year.

Eligible Applicants

The Historic Preservation Capital Grant Program provides grants of up to \$100,000 to nonprofits, local governments, businesses, and individuals for eligible projects. All applicants except for nonprofit organizations are required to provide a dollar-for-dollar match.

State and federal government entities are eligible to apply as nonprofits; however, projects involving state and federally owned properties cannot comply with the requirement to convey a preservation easement to MHT and therefore are not expected to rank highly enough for funding.

Eligible Projects

Applicants may apply for the following types of capital projects:

- Acquisition
- Rehabilitation or restoration
- Predevelopment costs such as studies, surveys, plans and specifications, and architectural, engineering, or other special services directly related to pre-construction work for a capital project (predevelopment costs are only eligible costs for nonprofit organizations and local government applicants)



Sotterley Plantation gatehouse project. Photo provided by Nancy Easterling.

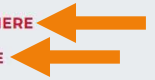
FY 2025 Grant Round Opens February 3rd, 2025!

The FY 2025 Historic Preservation Capital Grant Program round opens on **February 3rd, 2025**. Applications are due by **11:59 pm on March 17, 2025**. The grant program guidelines, application materials, application link, and further information and announcements can be found by selecting the "Guidelines and Resources" link at the left side of this page.

Organizations and individuals can access the online application using one of the links below:

» **ORGANIZATION -- APPLY HERE**

» **INDIVIDUAL -- APPLY HERE**



Register Now for Historic Preservation Capital Grant Program Webinars

The Historic Preservation Capital Grant Program General Overview webinars and workshops will help applicants learn about eligibility of their organizations, properties, and projects; documentation required for the application; selection criteria; easement requirements; and more. Come to a Q&A Session ready to ask detailed questions about your project, general questions about the program, or just listen in.

Before joining a Q&A Session it is recommended to have participated in a General Overview

Application Resources

<https://mht.maryland.gov/Pages/funding/grants-capital-resources.aspx>



DEPARTMENT OF PLANNING

Maryland Historical Trust

[My Grant Account](#)

Quick Links

[Grants Programs](#)

[Historic Preservation Capital Grants](#)

Historic Preservation Capital Grant Program, Guidelines and Resources

For Current Grantees

- [Grants Manual](#)
- [Project Completion Report Template with Instructions](#)
- [Retrieving Applications and Reports from MHT](#)

For Grant Applicants

- [Grant Guidelines](#)
- [Sample Grant Application](#)
- [Budget Template](#)
- [Photograph Template](#)
- [Property Owner Consent Letter Template](#)
- [Creating a New Account in MHT's Online Grant Application Portal](#)
- [Grant Application Quick Start Guide](#)
- [DNR Project Information Form](#)

Webinar Recordings

- [YouTube Playlist](#)

Webinar Slides

- [General Overview](#)
- [Application Tips](#)
- [Preservation Easements Q&A](#)
- [Religious Sites Q&A](#)
- [Match Requirements Q&A](#)

Application Approach



- Focus on the most important sections of the application.
 - Goals
 - Make the historic preservation connection
 - Project importance
- Make the application easy for reviewers
 - Clear language
 - Complete all sections

Pro Tip: Do not resubmit the exact same application you used in previous rounds!

Important Sections



- Project Description
- Significance and Urgency
- Public benefit/Impact



Wallace Office Building, Dorchester County

Construction Project Description



- How will your project be completed?
Be specific.
- Help the reviewer visualize the project.
- Only list construction-related tasks.
- Base your scope on estimates.
- Focus on the most critical issues.



*Clifton Mansion,
Baltimore City
+ Hammond-Harwood
House, Anne Arundel
County*

**Pro Tip: Discuss the Secretary of the Interior's Standards
and in-kind rehabilitation!**

Significance



- Discuss your site, not your organization.
- Why is your site unique or important?
- Has the significance of your site changed over time?
- Why is your site important today?

**Pro Tip: Do not attach your MIHP form
or NRHP form!**



Baldwin Hall, Anne Arundel County



Easton Armory, Talbot County

Urgency



- Clearly explain the critical issues.
- What are the impacts of the critical issues?
- Why does your project need MHT funding?
- Discuss other sources of funds that did not come to fruition.
- Include all sources of funds.



*Sandy Spring Odd Fellows Lodge,
Montgomery County*

Public Benefit



- Focus on cohorts that are not directly associated with your site.
- If applying as a business or individual, show how the project will benefit others besides your patrons or yourself.
- Make the case for access and engagement.
- Discuss partnerships.
- Provide an educational component.



Cambridge Municipal Building Clock Tower



Sotterly Plantation, Enslaved Quarters

Documentation



- Photographs
- Organizational Documents
- Letters



Calvin B. Taylor House, Worcester County

Photographs



- Provide clear photos.
- Include photos that show the overall context of the site.
- Clearly illustrate the location of the critical issue.
- Avoid unnecessary photos.
- At least 10 photos.

Pro-Tip:

Provide clear and descriptive captions!



*Jane Gates Heritage House, Allegany County:
Context Photo*



Jane Gates Heritage House, Allegany County: Location of Construction Project Scope

Organizational Documents/Letters

- IRS Determination Letter
- By Laws/Articles of Incorporation
- SDAT showing owner of the property
- Certificate of Good Standing
- Property Owner Consent Letter
- Letters of Support

Pro-Tip:

Make sure all letters are signed by the right person!

2/25/25 12:14 PM 2047: Real Property Data Search

Real Property Data Search ()
Search Result for ALLEGANY COUNTY

View Map View Ground/Rent Redemption View Ground/Rent Registration

Special Tax Recapture: None

Account Number: District - 14 Account Identifier - 003088

Owner Name: CUMBERLAND CITY OF Use: EXEMPT COMMERCIAL
Principal Residence: NO

Mailing Address: CUMBERLAND MD 21502 Deed Reference:

Location & Structure Information

Premises Address: 87 N LIBERTY ST CUMBERLAND 21502-0000 Legal Description: N CENTRE & N LIBERTY STS 105X90

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plot No:
0104	0000	72118	10003 01	0000				2024	
Town:	CUMBERLAND								

Primary Structure Built:	Above Grade Living Area:	Finished Basement Area:	Property Land Area:	County Use:
1910	18,600 SF		6,450 SF	

Stories:	Basement:	Type:	Exterior:	Quality:	Fulk/Half Bath:	Garage:	Last Notice of Major Improvements:
		GOVERNMENT BUILDING	/	C4			

Value Information

Base Value:	Value:	Phase-in Assessments:	As of:
			07/01/2024
Land:	65,100		
Improvements:	1,052,900		
Total:	1,118,000		
Preferential Land:	0		

Tr

Seller:	Date:
Type:	Dee
Seller: <th>Date:</th>	Date:
Type: <td>Dee</td>	Dee
Seller: <th>Date:</th>	Date:
Type: <td>Dee</td>	Dee

Ext

Partial Exempt Assessments: Class: 000
County: 000
State: 000
Municipal: 000

Special Tax Recapture: None

Homestead

Homestead Application Status: No Application

Homeowners' T

Homeowners' Tax Credit Application Status: No Application

BYLAWS

OF

[NONPROFIT CORPORATION NAME]

ARTICLE I. OFFICES

The principal office of the corporation in the State of [state in which you filed or will your Articles of Incorporation or Certificate of Formation] shall be located at [address of principal office]. The corporation may have such other office(s), either within or without that state, as the board of directors may designate or as the business of the corporation may require from time to time.

The registered office of the corporation to be maintained in the organizing state may be, but need not be, identical to the principal office in the organizing state, and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE II. BOARD OF DIRECTORS

Section 1. General Powers. The business and affairs of the corporation shall be managed by its board of directors. Its functions shall include, although not be limited to, a working board for organization, structure, planning, policy, finances, fundraising, program planning, and public education, consistent with the purposes of the corporation.

Section 2. Number, Term, and Qualifications. The number of directors of the corporation shall be not less than three and not more than nine. All directors must be natural persons. The directors will be elected for a term of one year.

Section 3. Election of Directors. The board of directors shall be self-perpetuating. The first board of directors shall consist of those persons set forth in the corporation's articles of incorporation, or, if not set forth in the articles of incorporation, appointed by the corporation's incorporator. Thereafter, the directors shall be elected by the board of directors by a majority vote of the directors then in office.

Section 4. Regular Meeting. The annual meeting of the board of directors shall be held on the first [] in the month of [], in each year, beginning with the year [], at the hour of []. The board of directors may provide for the holding of additional regular

Contact Information and Program Website



Bill Hersch, Capital Grants and Loans Administrator
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Visit our website:

<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>