

Grants Portal: Frequently Asked Questions

The Maryland Historical Trust (MHT) uses a single grants management system (YourCause GrantsConnect) to process grant requests for all of the programs MHT administers, including:

- **the Maryland Heritage Areas Program** (overseen by the Maryland Heritage Areas Authority)
- **the African American Heritage Preservation Program** (in partnership with the Maryland Commission on African American History and Culture)
- **the Historic Preservation Capital Grant Program**
- **the Historic Preservation Non-Capital Grant Program**

*Note – We recommend you use **Chrome**, **Firefox**, or **Edge** as your web browser when accessing the online grant application system. If you are using **Safari**, you may encounter errors.*

Access the grants portal [here](#).

New Accounts, Logging In, and Passwords

1. I have applied for funding in the past and had an account in the old grants system. Do I need to create a new account?
Yes, all new and returning applicants will need to create an account in the new grants portal to access FY26 applications or reports due after July 31, 2025, as well as future grant opportunities.
2. How do I create an account?
Learn how to create an account [here](#).
3. If I use other Blackbaud products, can I use the same login?
Yes. If you use other Blackbaud products, such as Raiser's Edge, you may use your existing [Blackbaud ID](#) to access the new grants portal.
4. What are the password requirements?
Passwords must contain at least 12 characters and contain at least three of the following – a lowercase letter, capital letter, number, or special character.
5. Which web browsers are supported by the grants portal?
We recommend you use Chrome, Firefox or Edge as your web browser when accessing the online grant application system. If you are using Safari, you may encounter errors.

Accessibility

1. Can I use a screen reader to access my grant account and submit applications, reports, and grant requirements?
Yes. There isn't a specific "Turn on screen reader support" option within the grants portal itself, as it relies on the user's chosen screen reader and browser settings. First ensure that your screen reader is enabled and configured for web accessibility. Then navigate within the grants portal using your screen reader's commands to interact with elements.

2. Can I read my applications and grant requirements in a language other than English?

Yes. Begin by logging in to the grants portal and click on your name displayed in the top right corner of the portal screen. From the dropdown that appears, select **My Account**. Select your desired language from the **Language** dropdown displayed under Personal Information, then click **Save** at the bottom right of the screen to update your portal display language.

Using the Grants Portal

1. I am seeing applications in the grants portal that I have submitted to programs besides those administered by MHT. Is this an error?

The new applicant-centered grants portal allows applicants to see all applications from ANY funder that uses the same online grants system.

3. How do I start a new application? I don't see any options to start a new application in my portal.

To view open funding opportunities, visit MHT's [Grants Portal webpage](#). If a grant cycle is open, there will be a link to click to begin the application. Alternatively, you may use that page or the website menu to navigate to the grants program you wish to pursue. If a funding opportunity is open, a notice will appear on the grants program page as well.

4. Can I copy and paste information into my online application from a Microsoft Word document?

Yes. Although you can save drafts in the portal, we recommend composing long text responses in a word processing document first and then copying and pasting those responses into your application as a safeguard against losing your work.

5. Can I collaborate on applications with other members of my team or with an external consultant/grant writer?

Yes, each user must create an account in the grants portal. Once registered, you can add additional applicants to aid in completing applications.

From the "My Applications" screen, click "Manage" on the bottom right of the grant and select "Manage applicants" from the dropdown list. This will open a pop-up window where you can add collaborators by entering their email address in the field provided. You can then set permission levels and click "add." Please note, collaborators must have an active account in the grants portal before you can add them as a collaborator on your application.

6. How do I register as a consultant or grant writer so I can support my clients in the grants portal?

Create an account in the grants portal and then the applicant organization can add you as a collaborator in their application.

7. Can I preview my application in the grants portal?

Yes, you can download a copy of your application for review and for your records. We highly recommend that you review your application thoroughly before submitting.

8. How can I verify the contents of my submitted application package in the grants portal?

After submitting all of your application materials, you can download a copy of your full submission for offline record-keeping by opening the application and clicking "Download" in the upper right.

9. I am not receiving emails or communications from the new grants portal related to my application or active grant. What can I do to fix this?

Add noreply@yourcause.com to your safe senders list and bookmark <https://bbgm-apply.yourcausegrants.com/apply/auth/signin> to return to and access your applications and forms.

10. Do I use the grants portal to submit reports for grants that have been awarded?

Yes, when you log into your account in the new grants portal you will see any reporting requirements that are due. You can access them by simply clicking the report that is listed. Once you have completed the report, hit “Submit.”

Uploading Attachments in the Grants Portal

1. What is the attachment file size limit or maximum?

The maximum file size for all attachments is 29MB.

2. What type of attachments may be added to an application form?

You may upload image files (.tif, .jpg, .jpeg, .png) PDF files (.pdf), spreadsheet files (.xls, .xlsx) and text files (.doc, .docx). Accepted file types are specific to the question in the application and are listed under the prompts to upload.

Accessing Older Applications and Reports

1. I applied for several grants before MHT launched the current grants portal, and I don't see them in the new portal. Is there a way for me to access my old applications or reporting history?

After August 31, 2025, you will not have access to your previous application history. If you need access to your older materials, please email your grant program contact. Staff may be able to provide you with these materials upon request. If you do not know your grant program contact, email mht.grants@maryland.gov.

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