

## Grants Portal Transition Frequently Asked Questions

The Maryland Historical Trust (MHT) will transition from its legacy grants portal to a new grants portal (YourCause GrantsConnect). Note: this system is used 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.*

The new system is designed to simplify the grant application and reporting process for all funding opportunities.

Access the new grants portal [here](#).

### Transitioning to the New Grants Portal

1. I have applied for funding in the past and have an existing account. 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. 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.
3. What happens to my application and reporting history after I am no longer able to access the legacy grants portal?  
After August 31, 2025, you will not have access to your previous application history. [Please follow these instructions to download](#) and save a record of your previous applications. Though you will no longer have access to old applications after August 31, grants program staff will still have access and can provide you with these materials upon request.
4. What new features can I expect from the new grants portal?  
The new grants portal is mobile responsive, provides screen reader accessibility, allows application translation in multiple languages, and has an autosave feature for in progress applications to safeguard against losing your work.
5. When will the legacy grants portal no longer be available?  
The legacy grants portal will no longer be available as of August 31, 2025.

6. What happens if I try to login to the legacy grants portal after August 31, 2025?

You will receive an automated message indicating that the system is no longer available.

7. I forgot my account password for the legacy grants portal. How do I reset my password?

If you forget your password or enter it incorrectly, you will receive an error message on the sign in screen that reads “Your password is incorrect.” You can use the “Forgot password?” option shown in blue text immediately under the Password field. This will bring up the “Reset password” option where you can have a confirmation code sent to your email address to gain access to your account. Follow the system prompts to set a new password for all future logins.

**Grants Portal Access (Applies to Legacy and New Grants Portals)**

1. What are the grants portal 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.

2. 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.

**Using the New Online Grants Portal**

1. Do I need to create an account to use the new online grants portal?

Yes. Whether or not you have applied for grant opportunities in the past, you will need to create an account and login. Learn how to create an account [here](#).

2. I am seeing applications in the new 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 Overview 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 new 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 new grants portal?

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

7. Can I preview my application in the new 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 new 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](mailto: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 new 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.”

### **Attachments in the New 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.

***Need more help? Have questions? Email us at [mht.grants@maryland.gov](mailto:mht.grants@maryland.gov)***