

FY 2025 MHAA Management Grant Application

Instructions

FY 2025 MARYLAND HERITAGE AREAS PROGRAM MANAGEMENT GRANT APPLICATION

Application Deadline (online submission):
11:59 pm May 17, 2024

The **Maryland Heritage Areas Program Management Grant** supports the operating costs of the 13 Certified Heritage Areas.

Please read the following instructions before beginning your application:

- Funds awarded in this application round will be available no sooner than July 11, 2024.
- Please review the **Management Grant Guidelines** before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on May 17, 2024**.
- **Please note that all questions with a red asterisk (*) require answers.** You will not be allowed to submit your application without first answering these questions, or uploading the required documents.
- When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail.

Notes on completing the online application:

- Please review the **"Quick Start" guide** available **HERE** before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact andrew.arvizu@maryland.gov.

Acknowledgement

Please click this box to indicate that you have read and understand the MHAA "Fiscal Year 2025 Management Grant Guidelines," available **HERE and can provide the administrative and managerial oversight needed to complete the proposed project.**

No

Overview

Organization Name

Grant Project Title

FY 2025 Management Grant

Heritage Area

Which counties are included in the heritage area?

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). You can 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.

Mailing Address

City

State

- Select One -

Zip Code

Website Address

Project Contact Person

This is the person who will receive all correspondence, notifications and reminders regarding the grant.

Prefix First Name

- Select One -

Last Name

Title

Contact Address

City State

- Select One -

Zip Code

Contact Phone

Extension

E-mail

Goals & Objectives

Organizational Goals and Objectives

Five-Year Action Plan: Goals and Objectives

Please attach your approved Five-Year Action Plan that identifies your organizational goals and objectives for the coming fiscal year, along with action items, deliverables, project lead/partners, duration, and reason for priority. All items listed should be

categorized as one or more of the four MHAA categories of activity: Product Development, Building Partnerships, Regional Identity, or Organizational.

Grant Project Start Date

The date you plan to start work.

This date should not be earlier than July 11, 2024.

Grant Project End Date

Should be no more than two years from the project start date.

Be sure to allow yourself plenty of time to complete the project, and build in time for unforeseen delays.

Budget Information

Project Budget

- Your match **MUST** be expended during the grant period, which will commence no earlier than July 11, 2024.
- **Before completing the fields below on this page, complete your detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#).**
You must use this form.
- You will use the numbers from the Excel spreadsheet to fill out the fields below, on this page.
- For a sample budget, please see the Sample Management Budget on page 12 of the Management Grant Guidelines.

Detailed Project Budget

Please complete a detailed project budget. The required form is available [HERE](#).

Once you have completed the project budget, upload it here as an Excel file.

Grant Funds Requested

Grant Funds Requested

The maximum amount you can request for an MHAA Management Grant is \$100,000.

The minimum is \$5,000.

Round up to the nearest dollar.

Matching Funds

Required Match

All Management Grants require a one-to-one match equal to the amount of your request. You may provide any combination of cash and in-kind match from non-state sources. State employee time is eligible as a match.

Other Project Costs

Many projects cost far more than the requested amount and the required match. In order to understand the full cost of the project, we ask that you list the additional project costs as well. So if the total project is going to cost \$200,000, and you are requesting a grant of \$50,000, with a proposed \$50,000 match, the Other Project Costs would be \$100,000.

Total Anticipated Project Cost (Request + Match + Other Non-State Project Costs)

Click the calculator to autofill. If the calculator is not working, check to make sure you haven't included any symbols, including dollar signs or decimals, in any of the number fields above.

0.00

Deliverables

Deliverables

What are the anticipated key areas of focus, planned outcomes, and tangible and intangible deliverables for the heritage area this year?

Are there particular issues, topics or areas of focus that you will be concentrating your efforts on? For tangible deliverables, specify the number of products, i.e. 5,000 brochures. For intangible deliverables, provide estimates, i.e. 500 new visitors; 150 new interactions with the public; 750 additional page views on website.

Are the above areas of focus, outcomes, and deliverables included in your current approved Five-Year Action Plan?

If not, explain how they support your programmatic and/or operational goals for the coming year. Are they taking advantage of a new opportunity? Why have they been identified as a priority?

What are the key challenges you face in your heritage area this year?

Letters of Support

Letters of Support

Please provide any letters of support for your project.

Letters of support can come from potential partners, local and state elected officials, or anyone else that you feel is an appropriate advocate for your project. Letters of support are encouraged but not required. Only one document can be uploaded here. If you have more than one document, you can either combine them into one PDF and upload here or use the Attachments tab to upload additional documents.

Project Management

Administrative Capability

Identify any key individuals within the applicant organization who will be involved in the implementation of this project, in addition to the primary contact identified on the "Applicant" tab.

Include the name and title for each person listed.

Consultants and Partners

Identify any key individuals outside of the applicant organization who were consulted in the development of this grant application or who will be involved in this project (i.e. contractors, consultants or partners).

Include the name, title, company name, and the role they will play.

Release & Consent

Release and Consent

MHT/MHAA regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT/MHAA for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings. MHT/MHAA 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/MHAA 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.

Organizational Documents

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Organizational Documents

Non-profit organizations must upload copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Government entities do not need to upload organizational documents.

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

Additional Organizational Document

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.