

Maryland Historical Trust's Grant Application System

Frequently Asked Questions

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

The Maryland Historical Trust (MHT) and the Maryland Heritage Areas Authority (MHAA) are launching a new online Grant Application System. The new online grant portal is designed to simplify the grant application and reporting process for all of our funding opportunities.

Access the new online grant application 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.*

Transition to MHT's New Grant Application System

1. I have applied for funding with MHT 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 with MHT's new grant application system.
2. I use other Blackbaud products, can I use the same login?
Yes, if you use other Blackbaud products, such as Raiser's Edge, you can use your existing login information.
3. What happens to my application and reporting history after I am no longer able to access the legacy grant application system?
Once the legacy portal is no longer accessible, 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, MHT staff will still have access to view your application history.
4. What new features can I expect from MHT's new grant application portal?
The new grant application 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. Where can I find more information about how to use the new grant application system?
[Click here](#) to view all resources available for using the new grant application system.

6. When will MHT's legacy system no longer be available?

The legacy grant application system will no longer be available as of August 25, 2025.

7. What happens if I try to login to the legacy portal after August 25, 2025?

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

Login Troubleshooting

1. I forgot my account password. How do I reset my password?

In the event that 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.

2. What are the MHT online 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.

3. Which web browsers are supported by MHT's online grants portal?

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.

Apply using MHT's Online Grant Application System

1. Do I need to register to apply using MHT's online grants portal?

Yes, if you have not applied for grant opportunities with MHT in the past, you will need to create an account. Learn how to create an account [here](#).

2. I am seeing applications that I have submitted to other funders in my MHT' online grants portal. Is this an error?

The new applicant-centered online grants portal allows applicants to see all applications from ANY funder using the same online grants system as the Maryland Historical Trust.

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

To begin a new application, visit MHT's official website www.mht.maryland.gov and navigate to the grant opportunity that you are interested in applying for – then click "Apply Now". This will open the application in your portal to begin editing. Once you save the application, it will appear in your portal as a "draft" allowing you to save and continue editing later. The draft will now appear in your portal under "My Applications".

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

Yes, 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 register for an account with MHT's online grant application system. Once registered, you can add additional applicants to aid in completing applications. [Learn more.](#)
6. How do I register as a consultant or grant writer so I can support my clients in MHT's online grants portal?
Register for an account with MHT's online grants portal and then the applicant organization can add you as a collaborator in their application.
7. Can I preview my application?
Yes, please review your application thoroughly before submitting. You can download a copy of your application for review and for your records. [Learn more.](#)
8. How can I verify the contents of my submitted application package?
After submitting the application package, applicants can download a copy of the submitted application for offline record-keeping and to verify the contents of the submission by opening the application and clicking "Download" in the upper right. [Learn more.](#)
9. I am not receiving emails or communications related to my application. 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 and access your applications and forms

Attachments

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

[Click here](#) to view all resources available for using the new grant application system.

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