

# FY 2025 Non-Capital Grant Application

## Applicant

### **INSTRUCTIONS**

- All questions with a red asterisk (\*) require answers.
- Please use plain text. Content will not retain formatting such as bold, italics, or bullets.
- When you have completed your application, click **Review and Submit**. You will be given a final opportunity to review your application. Preparing your information in MS Word and copying and pasting it into the application is highly recommended. If you have included all the required fields and materials, you will be able to click **Submit**.
- **You must submit your final application no later than 11:59 p.m. on August 1, 2024.**
- Submitted applications are final and can no longer be edited.

### **HOW TO**

- **Spell-check:** click the check mark to the right of the field.
- **Save a draft:** click **Save and Finish Later** at the top and bottom of each page. You may also click **Next** to continue the application, which will also save your work. It is highly recommended to type your answers in MS word and then copy and paste the answers into the application.
- **Upload documents:**
  - Click the **Browse** button.
  - Browse to the location of the document on your computer.
  - Highlight the document, and click **Open** or **OK**.
  - Click the **Upload** button.

**We will contact you if we have questions during our review.**

**Grant award decisions will be made by November 2024, and you will be notified by email and US mail to your Project Contact Person.**

### **Acknowledgement**

Before beginning your application, please download and review all program guidelines, which are available [HERE](#).

**No Please click this box to indicate that you have read and understand the guidelines.**

### **Applicant Organization**

**Organization Name**

**Organization Type****Tax ID / Federal Employer Identification Number (EIN)**

This is generally a 9-digit number, e.g. 52-1234567.

**Mailing Address**

This is the legal address of the entity as registered with SDAT.

**City****State****Zip Code****Organization General Phone****Extension****Organization General Email****Website Address****County in which your organization is located:**

**Non-profit organizations must provide copies of their organizational documents if they have not been submitted online previously. If you uploaded your documents in a previous year, you do not need to do so again unless there have been changes. For most organizations the organizational documents will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. You can upload one 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.**

Less common are non-profit organizations that form as a community chest, fund or foundation, or associations. These may have a constitution or charter.

**Attachment****Proof of Non-Profit Status**

If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service if you have not uploaded it previously.

**Project Contact Person**

This is the person who will receive all correspondence and communication regarding the grant project.

**Prefix      First Name      Last Name**

**Title**

**Contact Address (if different from above)**

**City      State**

**Postal Code**

**Contact Phone      Extension**

**Fax**

**Email**

**Area of Expertise**

**Please upload a resume for the primary contact.**

**Overview****Overview****Project Title**

Enter either the title of the project or the name of the property under consideration. The project title should be short, yet descriptive of the project.

**Project Summary**

Provide a brief overview of the project.

**Will the property affect heritage resources at an address different from the applicant's?**

If so, provide address:

**What is the focus of your project?**

PICK ONLY ONE.

**In which county (or counties) will the project take place?**

Select all that apply.

**In which State legislative district(s) will the project take place?**To look up your legislative district(s), click [HERE](#).**In which Federal legislative district(s) will the project take place?**To look up your legislative district(s), click [HERE](#).**Project Budget****Budget - Do not use dollar signs, decimals or commas in the amount fields.****Grant Funds Requested**

The maximum amount you can request is \$ 75,000. Please note that MHT grant funds may not be used to pay for costs incurred prior to MHT's awarding of the grant.

**Describe how you arrived at the figures shown in the project budget.**

(i.e., cost estimates from consultants, price from suppliers, hourly rates of staff and volunteers, etc.)

**Cash Match**

Local jurisdictions are required to have a 50% match, made up of both cash and in-kind services. Non-profit organizations are not required, but encouraged to include match.

0

**In-Kind Match**

This includes volunteer time, donated materials, and reduced cost of professional services.

**Other Project Costs**

If your project includes other costs in addition to the grant request and required matching funds listed above, please put the total here.

**Total Project Cost**

Click the calculator to autofill.

0.00

**Identify and describe the source, type, and amount of funds currently in hand by your organization for this project (e.g., cash on hand, donated services or labor).**

This documentation may consist of a financial statement, commitment letter or other proof that the application has matching funds or in-kind support dedicated for the project. Please note that State of

Maryland funds from another program or agency (e.g., Community Legacy, Heritage Areas Authority, etc.) cannot be used as required grantee contributions to MHT Grant Fund projects.

**Documentation that these funds are in hand must be submitted as part of this application.**

**Identify and describe the source, type, and amount of funds your organization does not currently have in hand, but reasonably expects to have available for this project prior to award?**

**Complete a detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#).**

The project budget is the most critical part of your application. Prepare a realistic budget for the proposed project. The budget should specify such expense categories as personnel, travel, printing, photography, supplies, equipment, etc. Only cost directly related to the project should be included in the project. A justification for all costs should be included in the project methodology. For more detailed instructions, please see Grant Guidelines, Appendix C.

### **Project Description**

#### **Scope of Work**

##### **Project Overview**

Briefly explain what you hope to accomplish with this project and why this project is important to the preservation, documentation and/or interpretation of Maryland's historical and cultural resources. Explain how the project is consistent with MHT's goals and objectives.

##### **Project Methodology**

State your project goals and describe how you will complete this project, outlining each step you will use to achieve your goals. Be as specific as possible.

#### **Timeline**

##### **Grant Project Start Date**

The date you plan to start work.

##### **Project End Date**

Projects should be concluded within 2 years from the start date.

##### **Is this a phased project?**

If yes, for what phase are you currently seeking funding? Has MHT funded previous phases of work? Briefly (2-3 sentences) describe each project phase, noting what has been accomplished; clearly indicate for which phase you are seeking funding.

**Provide a timeline with specific deadlines for each step in your project methodology. State whether you are ready to start work upon approval from MHT.**

List specific deadlines for each step shown in your project methodology. Projects generally should not start until a signed grant agreement is in place with MHT. Therefore, the timetable should not show the project starting prior to November 1, 2024. MHT grant funds cannot be used to pay for work completed or costs incurred prior to the approval of the MHT grant.

### Significance and Need

#### Scope of Work

##### **Significance of Affected Resources**

Describe the architectural, archaeological or cultural resource(s) affected by this project. Explain how the resource(s) possesses architectural, archeological or cultural significance to the nation, state or local community.

**Make your case for why the architectural, archaeological or cultural resource(s) is imminently endangered (i.e., by development pressures, erosion, neglect, age, illness).**

Explain what risk there is to the resource if the project is not completed now.

**Describe how the project will provide concrete action to protect, conserve or document the resources (i.e., through actions such as intensive level survey, National Register nomination, local landmark/district designation, or easement donation).**

**State if there is a rare window of opportunity for the completion of the project (i.e., available scholar, other complementary projects), and explain what that opportunity is.**

**Describe the impact the project will have on the resource itself and in the greater community.**

How can the methodology or product be used to help others? Is there a permanent and far reaching educational component of the project? Explain how the project will raise public awareness of historical and cultural resources and promote the preservation of such resources.

##### **Project Products and Outcomes**

Describe what tangible products you will generate as a result of this project. If no tangible products will be produced by this project, describe what outcome you hope to achieve with this project.

### Project Focus

#### Project Focus

All applicants must pick one primary focus, based on your answer in the overview.

#### **For Research and Documentation Projects Only**

Explain how the project will document Maryland's architectural, archeological or cultural resources in a manner that is generally consistent with MHT-approved standards and guidelines. If applicable, describe how project products will be used as a basis for preservation planning initiatives and/or as foundation for a long-lasting, widely-distributed educational product (i.e., published inventory book, exhibit, etc.).

**For Educational Projects Only**

Explain how the project products will raise public understanding of Maryland's historic architectural, archaeological or cultural resources. Describe the expected audience for the project and the impact you expect the project to have (i.e., how permanent and far reaching is the education component of the project?).

**For Preservation Planning Projects Only**

Describe how the project will assist local preservation planning efforts or support the development of preservation planning-related materials for the local government or community. Explain how local governments and/or nonprofit organizations will utilize project products to more effectively preserve historic and cultural resources.

**Project Management**

**Project Management**

**Project Coordination**

Describe who will direct the project and who will be responsible for the various components of fieldwork, writing analysis, etc. Explain how project personnel are specially relevant and qualified for the role they will play in the project. Describe the qualifications of the project staff and attach resumes of potential project personnel. All project personnel must be shown in the project budget.

**Grants Management**

Describe your organization's administrative and financial experience and ability to manage a grant of this type.

**Administrative Capability**

Applicant must upload the resumes of those people who will perform key project tasks such as consultants and project monitors. Resumes must be limited to one to two pages of experience relevant to the project. Longer curriculum vitae are not acceptable. Additional resumes can be uploaded on the Attachments page at the end of the application.

**Staff Resume**

**Staff Resume**

<b>Staff Resume</b>
<b>Consultant Resume</b>
<b>Consultant Resume</b>
<b>Consultant Resume</b>

### Support Letters

<b>Impact</b>
<p><b>Letters of Support</b>  Each application requires at least two (2) letters of support from local governments, organizations or institutions that may benefit from the project. List the institutions that will be sending letters on your behalf in the space below.</p> <p><b>If you have letters of support in hand, please upload them in the spaces provided below.</b></p>

### Release & Consent

<b>Release and Consent</b>
<p>MHT regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings.</p> <p>Photographs of the project which have been taken by MHT staff may also be made available to the public.</p> <p>In rare cases, application information may be requested under Maryland's Access to Public Records Act.</p> <p>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 applied for financial assistance, and I hereby authorize MHT to print, publish or post pictures of the Project and to make application materials available to the public.</p> <p><b>I Agree.</b>  No</p>



<b>Letter of Objection</b>
<p>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.</p> <p><b>Upload your letter of objection, if applicable, here.</b></p> <p><b>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.</b></p> <p>Do not check the box if you have uploaded a letter of objection.</p> <p>No</p>

<b>Legal Authorization</b>
<p><b>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.</b></p> <p>No</p> <p><b>Full Name of Legally Authorized Submitter</b></p> <p>This must be someone legally authorized to sign for your organization.</p>