Retrieving Applications and Reports from the Maryland Historical Trust's Grant Application System

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

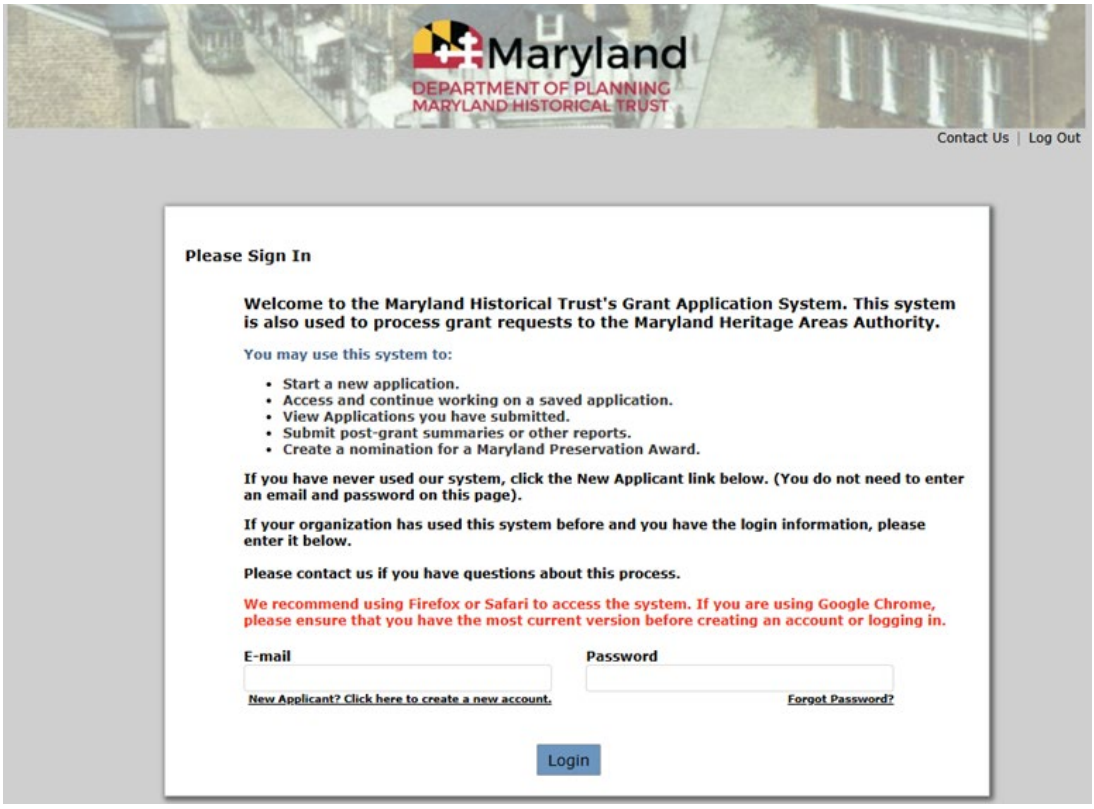
This walkthrough is designed to provide you with an overview of how to retrieve and save previous grant applications and reports from the Maryland Historical Trust's legacy online Grant Application System.

Start by logging in to the online grants system here:

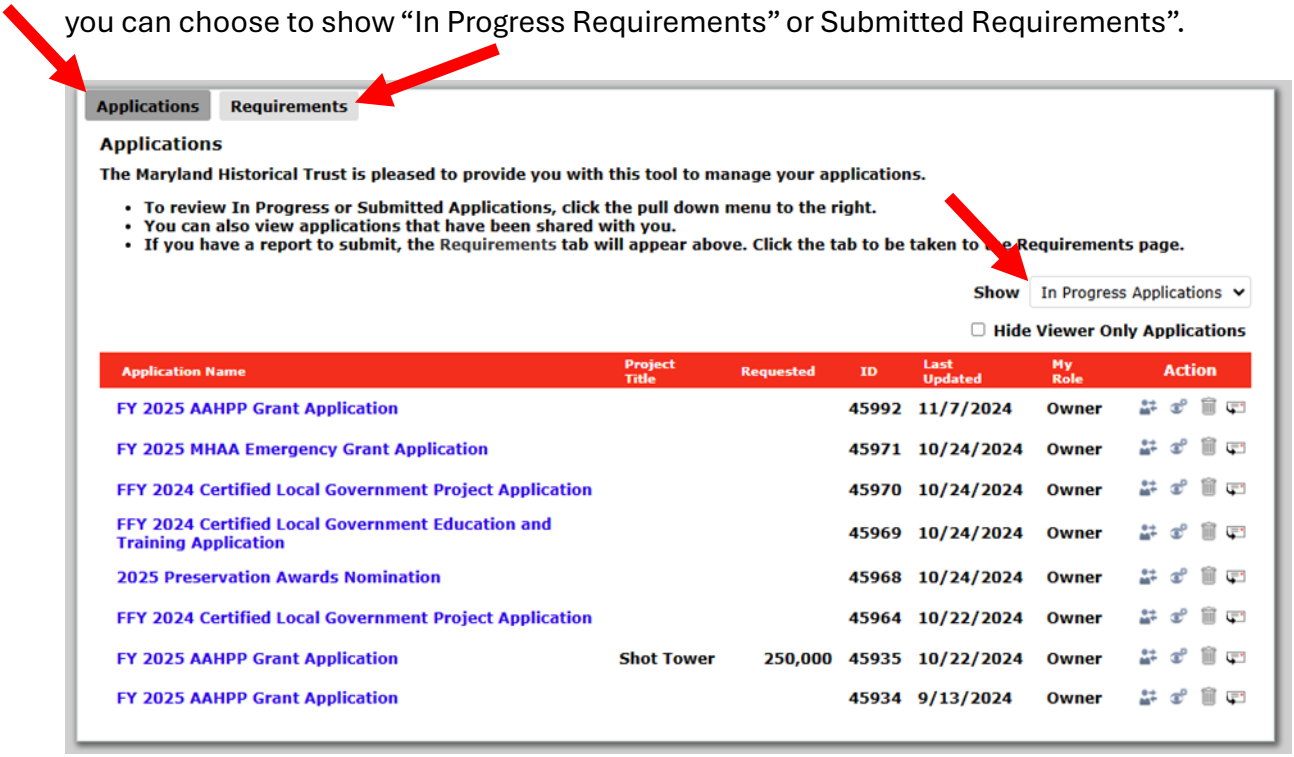
My Grant Account

*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.*

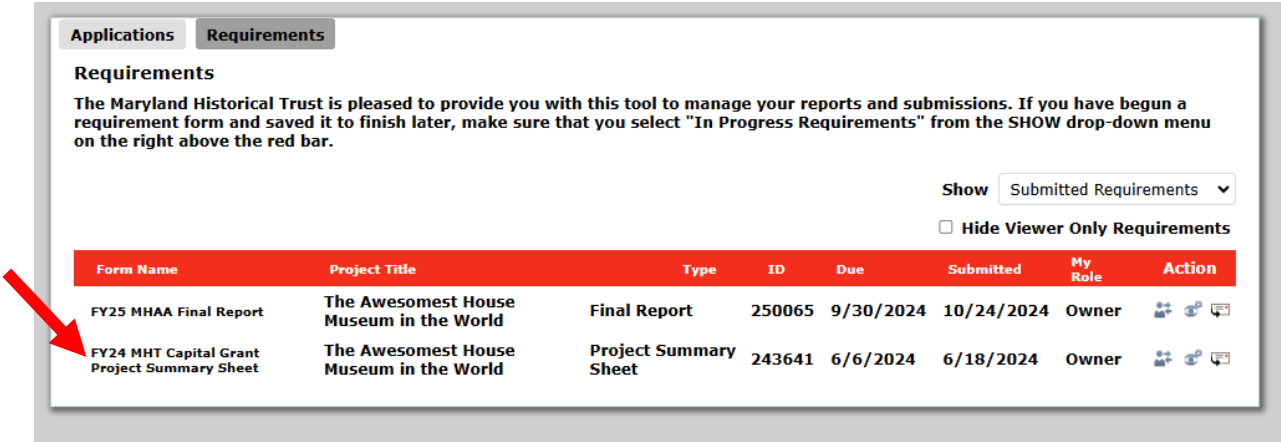
1. Login to My Grant Account using your credentials.



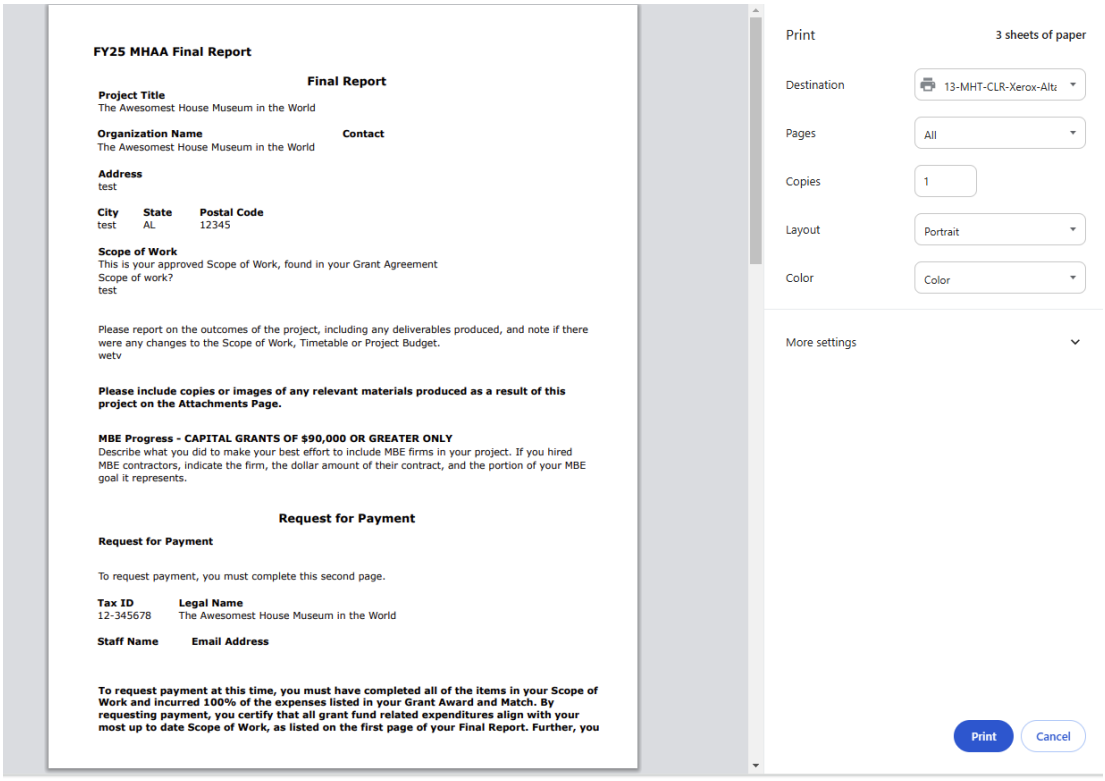
2. Navigate through the portal to locate the Applications and Requirements that you would like to save. At the top of the screen, toggle between “Applications” or “Requirements”. In Applications, you can choose to show “In Progress Applications” or Submitted Applications. In Requirements you can choose to show “In Progress Requirements” or Submitted Requirements”.



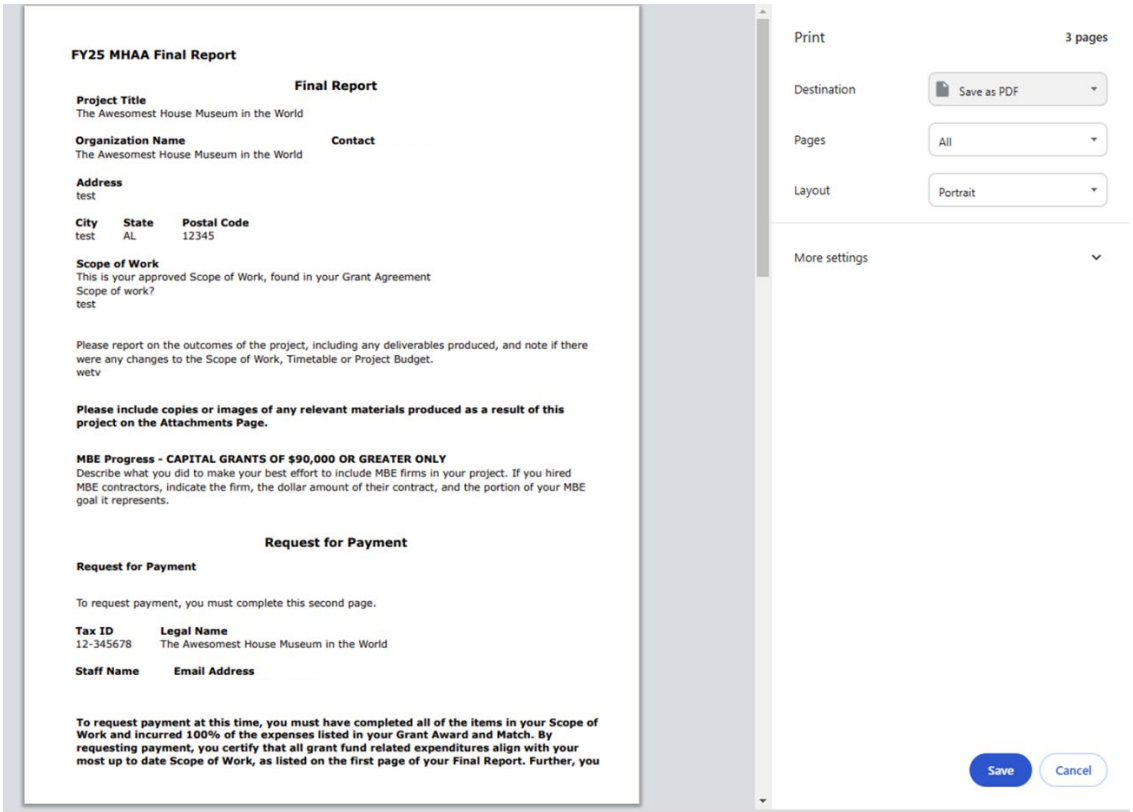
3. Once you have located the application or requirement that you wish to download, click on the “Form Name”. This will open the requirement or application in a new window in your browser.



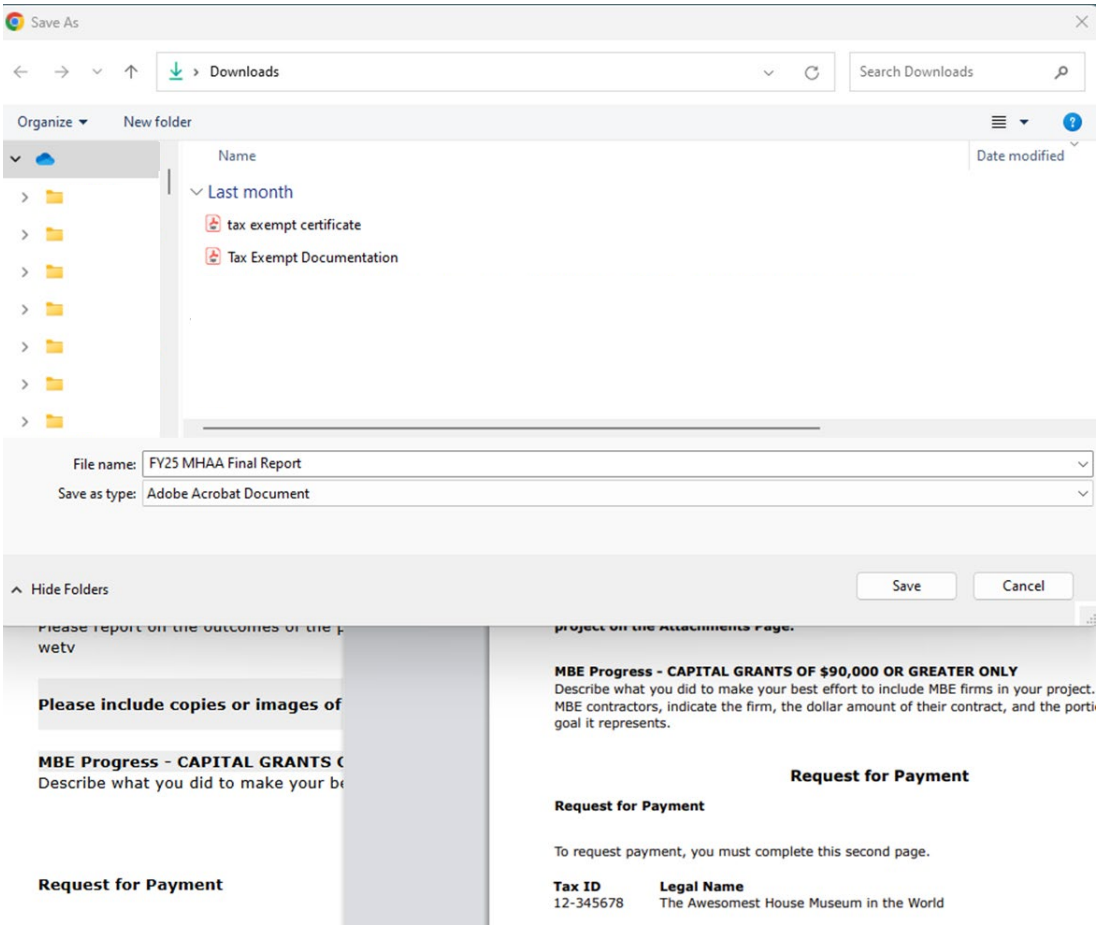
4. Once open in your browser, you can print a copy of the application or requirement by right clicking anywhere on the page and selecting “Print”. This will open a pop-up window where you can make printer selections. From “Destinations” you can choose the correct printer and click “Print” at the bottom of the pop-up window.



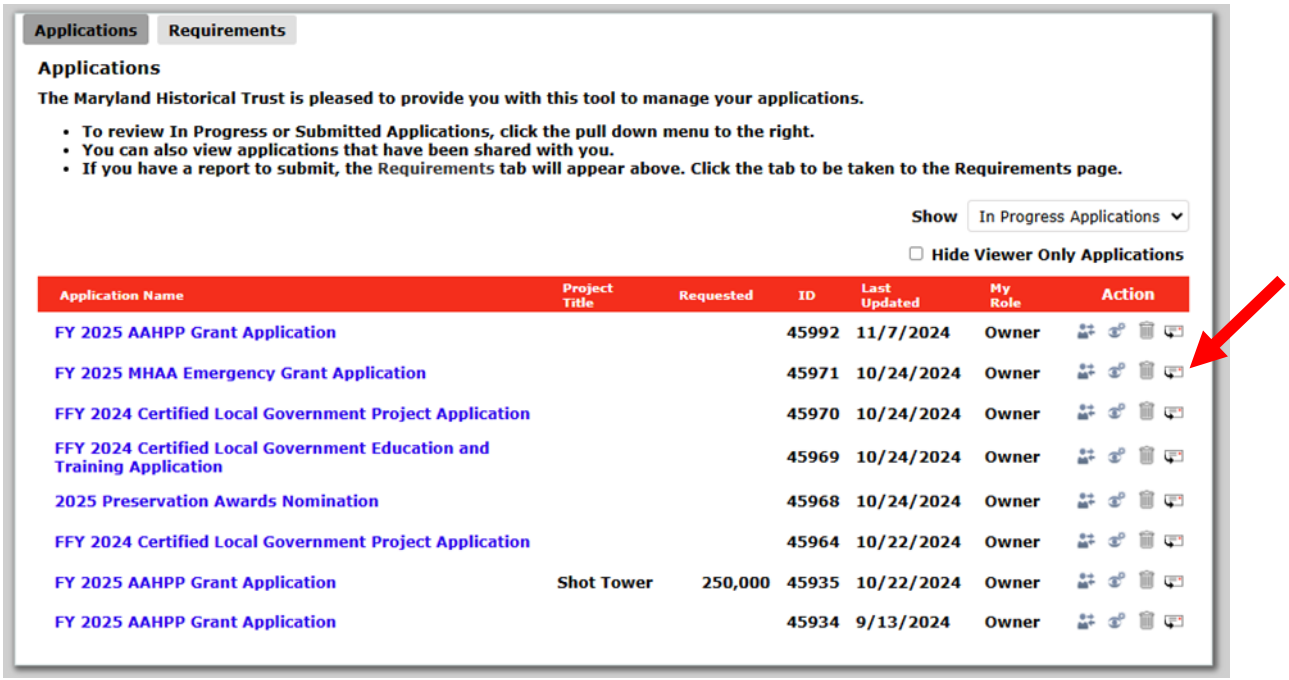
5. In some circumstances, when the printer pop-up window opens, you can choose “Save as PDF” from the “Destinations” dropdown and then click “Save” at the bottom of the pop-up window.



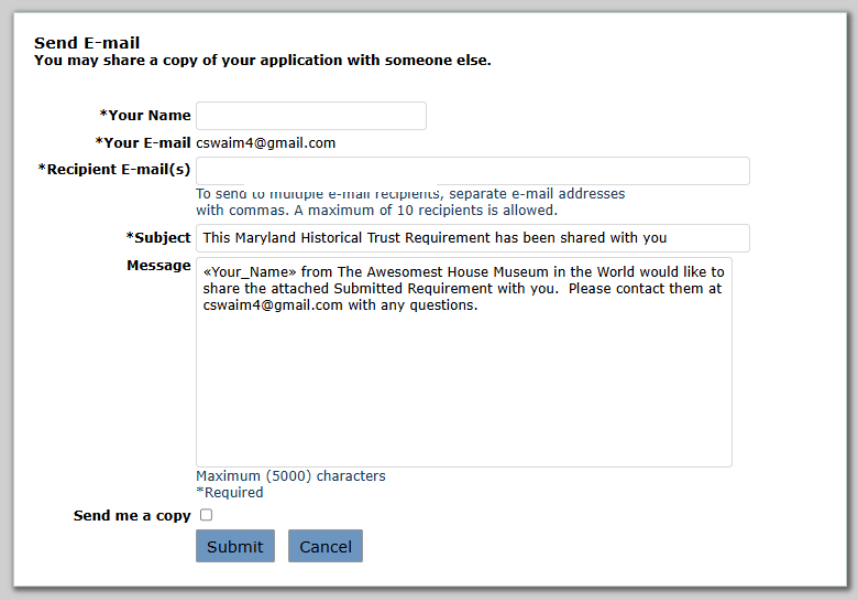
6. After clicking “Save”, a system dialog box will open to allow you to choose where to save the file on your computer.



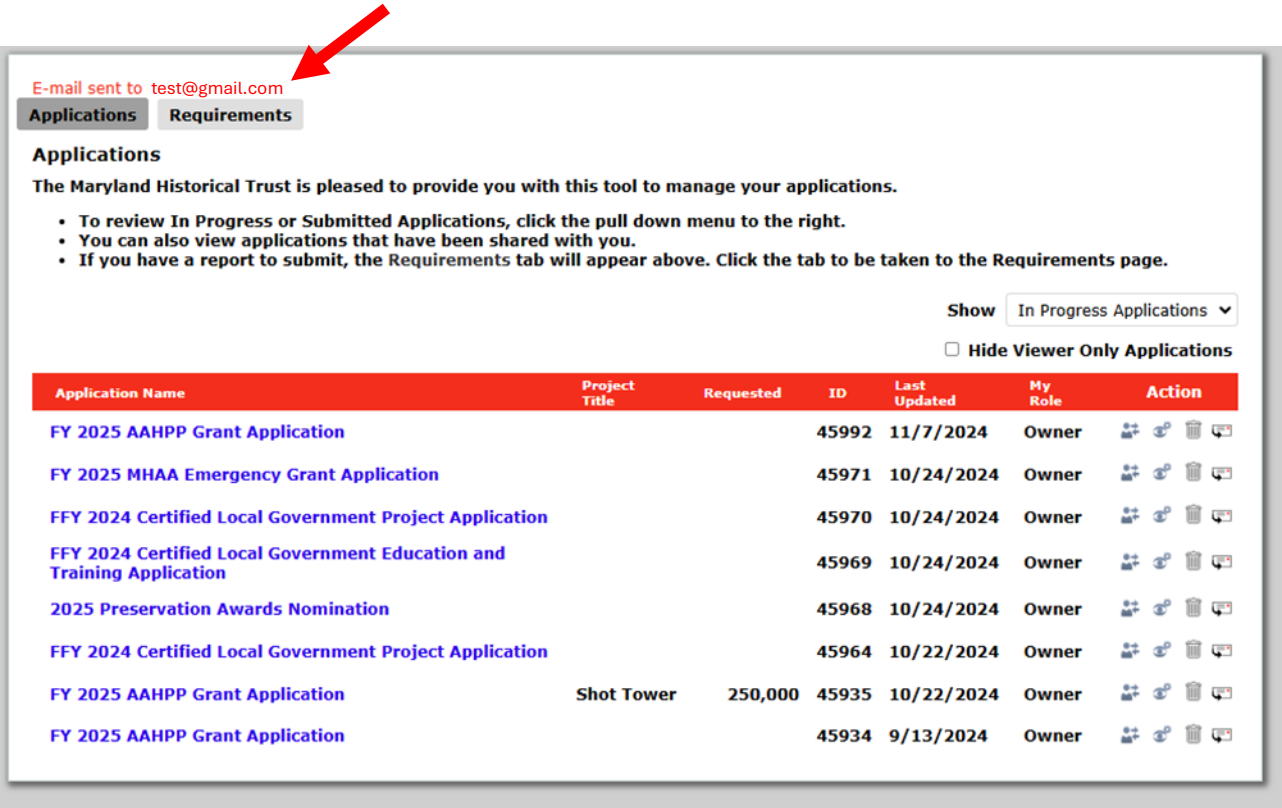
7. You can also choose to email a copy of an application or requirement to yourself or another person. You can do this by locating the application or requirement that you wish to share – then from the “Action” column on the far right, select the icon that looks like a mailing envelope.



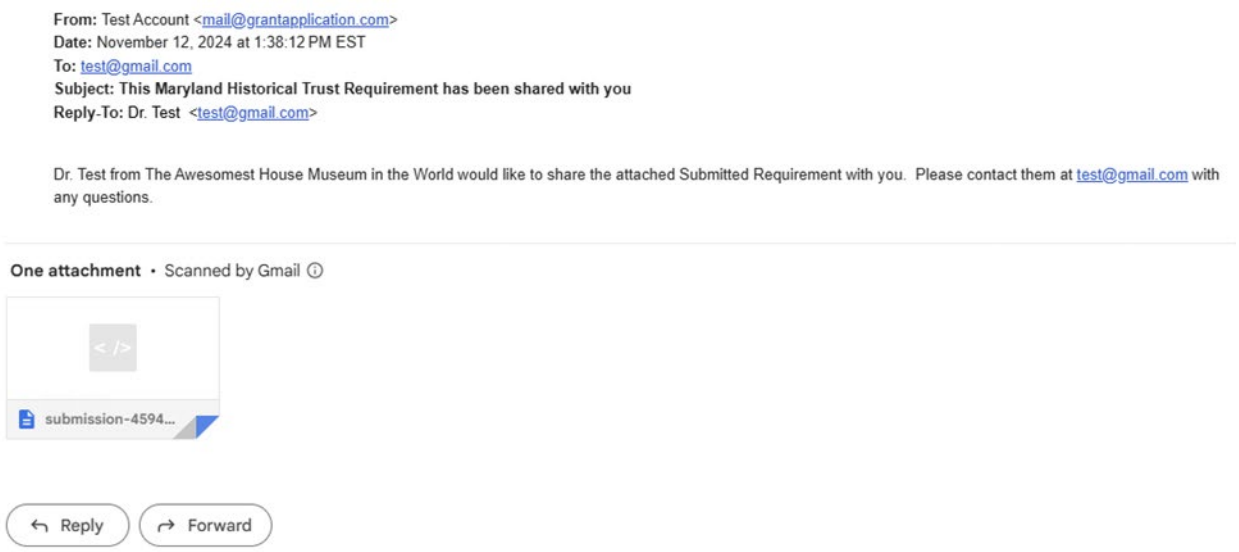
8. The “Your Name” and “Recipient E-mail(s)” fields are required before you can select “Submit” at the bottom of the screen. You can also modify the Subject and Message of the email if desired. To send to multiple email recipients, separate email addresses with commas. A maximum of 10 recipients is allowed. Select the checkbox at the bottom to send yourself a copy. Then click “Submit”.



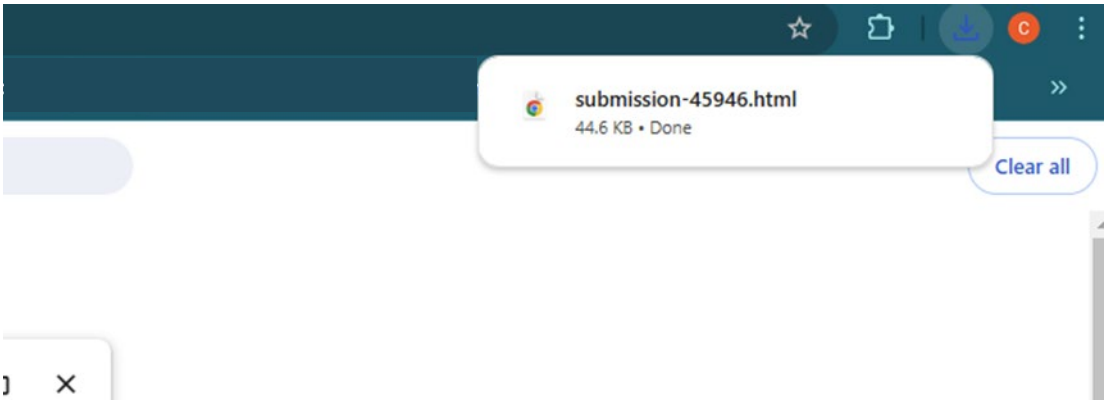
9. The system will return you to the main “Applications” page and display the following message “E-mail sent to….” as seen below.



10. The recipient will receive an email with the application or requirement included as an .html attachment.



11. The recipient can then download the attachment from the email. The file will open in the internet browser (as seen below) and the recipient should click the download to open it in a new window. The recipient can also open the file by navigating to their downloads folder on their computer and double clicking to open the file in their internet browser.



12. Once open in their browser, the recipient can follow the instructions from steps 4, 5, and 6 above to retain a copy of the application or requirement in their files.

If the system generated email containing the .html file of the application is not received by the recipient indicated, please have them check their spam folder.

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