

# 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

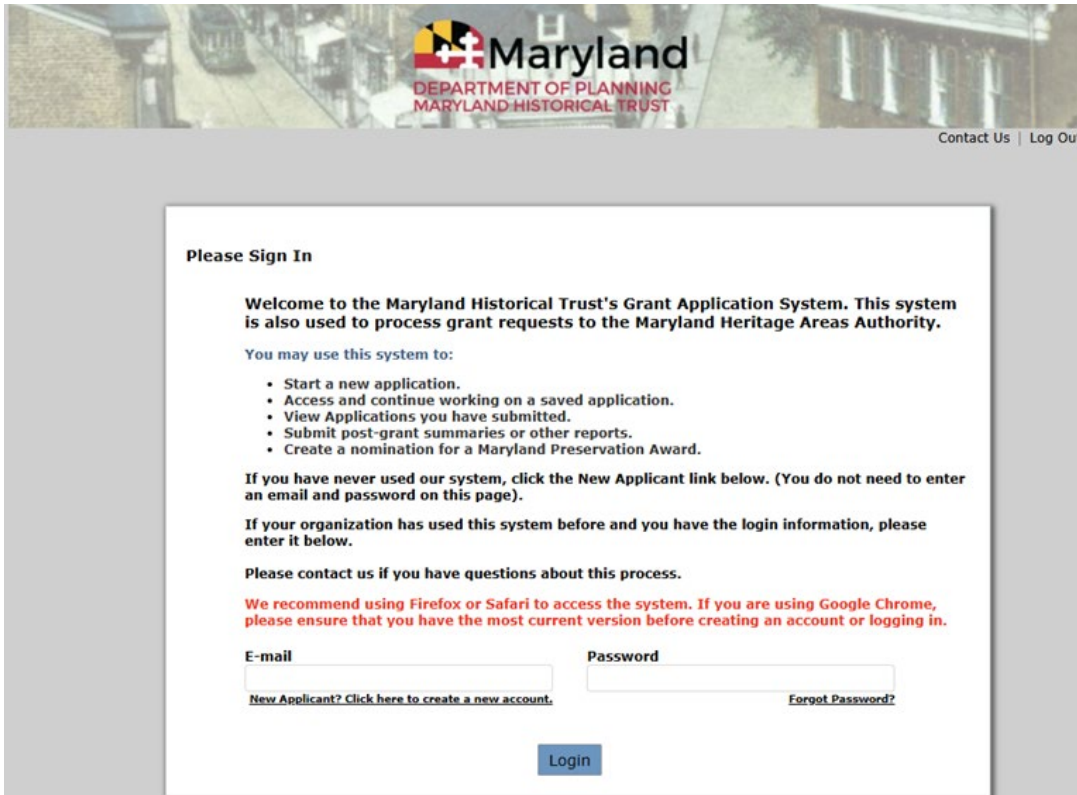
This walkthrough is designed to provide you with an overview of how to retrieve and save previous grant applications and reports from the Maryland Historical Trust's legacy online Grant Application System.

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.



The screenshot shows the login page for the Maryland Historical Trust's Grant Application System. At the top, there is a banner with the Maryland state flag and the text "Maryland DEPARTMENT OF PLANNING MARYLAND HISTORICAL TRUST". To the right of the banner are links for "Contact Us" and "Log Out". Below the banner is a white box with the following content:

**Please Sign In**

Welcome to the Maryland Historical Trust's Grant Application System. This system is also used to process grant requests to the Maryland Heritage Areas Authority.

You may use this system to:

- Start a new application.
- Access and continue working on a saved application.
- View Applications you have submitted.
- Submit post-grant summaries or other reports.
- Create a nomination for a Maryland Preservation Award.

If you have never used our system, click the [New Applicant](#) link below. (You do not need to enter an email and password on this page).

If your organization has used this system before and you have the login information, please enter it below.

Please contact us if you have questions about this process.

We recommend using Firefox or Safari to access the system. If you are using Google Chrome, please ensure that you have the most current version before creating an account or logging in.

E-mail

Password

[New Applicant? Click here to create a new account.](#) [Forgot Password?](#)

- 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”.

**Applications**   **Requirements**

**Applications**

The Maryland Historical Trust is pleased to provide you with this tool to manage your applications.

- To review In Progress or Submitted Applications, click the pull down menu to the right.
- You can also view applications that have been shared with you.
- If you have a report to submit, the Requirements tab will appear above. Click the tab to be taken to the Requirements page.

Show **In Progress Applications** ▾

 Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
<a href="#">FY 2025 AAHPP Grant Application</a>			45992	11/7/2024	Owner	
<a href="#">FY 2025 MHAA Emergency Grant Application</a>			45971	10/24/2024	Owner	
<a href="#">FFY 2024 Certified Local Government Project Application</a>			45970	10/24/2024	Owner	
<a href="#">FFY 2024 Certified Local Government Education and Training Application</a>			45969	10/24/2024	Owner	
<a href="#">2025 Preservation Awards Nomination</a>			45968	10/24/2024	Owner	
<a href="#">FFY 2024 Certified Local Government Project Application</a>			45964	10/22/2024	Owner	
<a href="#">FY 2025 AAHPP Grant Application</a>	Shot Tower	250,000	45935	10/22/2024	Owner	
<a href="#">FY 2025 AAHPP Grant Application</a>			45934	9/13/2024	Owner	

- 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.

**Applications**   **Requirements**

**Requirements**

The Maryland Historical Trust is pleased to provide you with this tool to manage your reports and submissions. If you have begun a requirement form and saved it to finish later, make sure that you select “In Progress Requirements” from the SHOW drop-down menu on the right above the red bar.

Show **Submitted Requirements** ▾

 Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Submitted	My Role	Action
<a href="#">FY25 MHAA Final Report</a>	The Awesomest House Museum in the World	Final Report	250065	9/30/2024	10/24/2024	Owner	
<a href="#">FY24 MHT Capital Grant Project Summary Sheet</a>	The Awesomest House Museum in the World	Project Summary Sheet	243641	6/6/2024	6/18/2024	Owner	

- 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.

**FY25 MHA Final Report**

**Final Report**

**Project Title**  
The Awesomest House Museum in the World

**Organization Name**      **Contact**  
The Awesomest House Museum in the World

**Address**  
test

**City**    **State**    **Postal Code**  
test    AL    12345

**Scope of Work**  
This is your approved Scope of Work, found in your Grant Agreement  
Scope of work?  
test

Please report on the outcomes of the project, including any deliverables produced, and note if there were any changes to the Scope of Work, Timetable or Project Budget.  
wety

**Please include copies or images of any relevant materials produced as a result of this project on the Attachments Page.**

**MBE Progress - CAPITAL GRANTS OF \$90,000 OR GREATER ONLY**  
Describe what you did to make your best effort to include MBE firms in your project. If you hired MBE contractors, indicate the firm, the dollar amount of their contract, and the portion of your MBE goal it represents.

**Request for Payment**

**Request for Payment**

To request payment, you must complete this second page.

**Tax ID**      **Legal Name**  
12-345678    The Awesomest House Museum in the World

**Staff Name**      **Email Address**

To request payment at this time, you must have completed all of the items in your Scope of Work and incurred 100% of the expenses listed in your Grant Award and Match. By requesting payment, you certify that all grant fund related expenditures align with your most up to date Scope of Work, as listed on the first page of your Final Report. Further, you

Print      3 sheets of paper

Destination    13-MHT-CLR-Xerox-Altz

Pages    All

Copies    1

Layout    Portrait

Color    Color

More settings

Print    Cancel

- 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.

**FY25 MHA Final Report**

**Final Report**

**Project Title**  
The Awesomest House Museum in the World

**Organization Name**      **Contact**  
The Awesomest House Museum in the World

**Address**  
test

**City**    **State**    **Postal Code**  
test    AL    12345

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wety

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Print      3 pages

Destination    Save as PDF

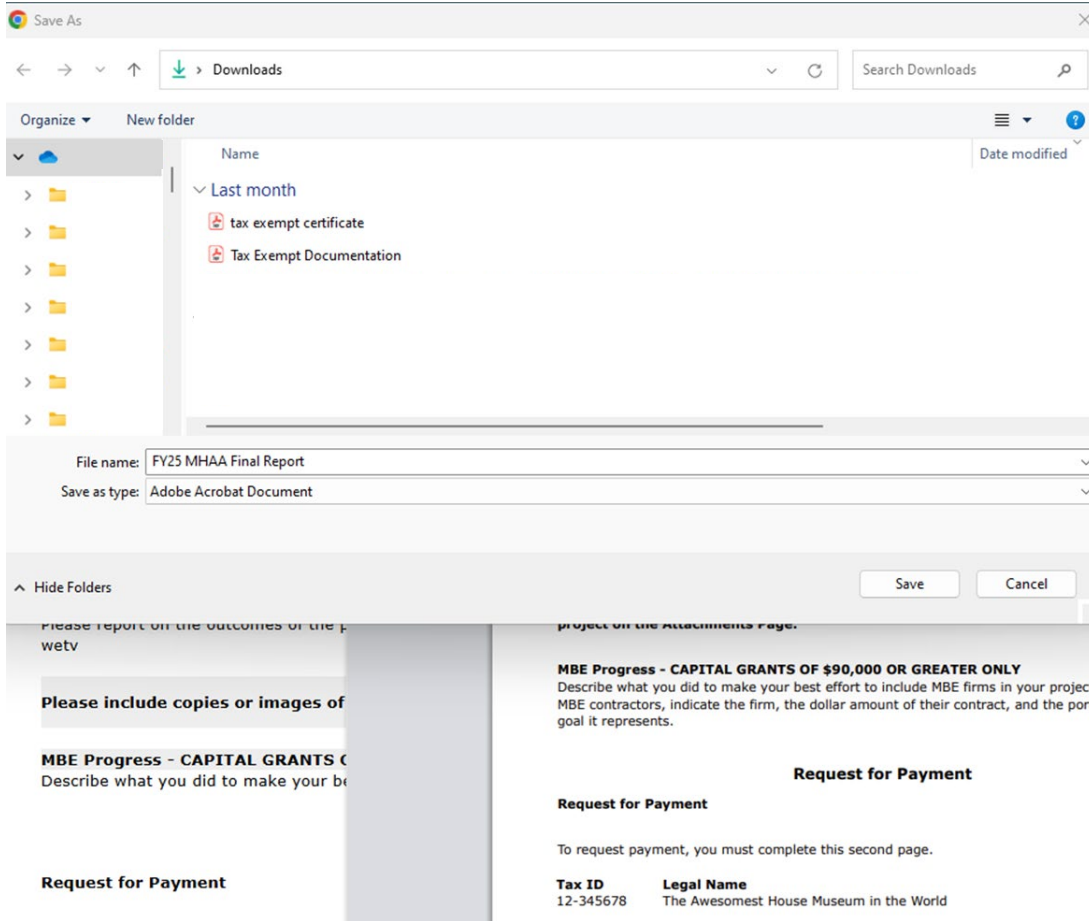
Pages    All

Layout    Portrait

































More settings

Save    Cancel

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



- 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.

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
<a href="#">FY 2025 AAHPP Grant Application</a>			45992	11/7/2024	Owner	   
<a href="#">FY 2025 MHAA Emergency Grant Application</a>			45971	10/24/2024	Owner	   
<a href="#">FFY 2024 Certified Local Government Project Application</a>			45970	10/24/2024	Owner	   
<a href="#">FFY 2024 Certified Local Government Education and Training Application</a>			45969	10/24/2024	Owner	   
<a href="#">2025 Preservation Awards Nomination</a>			45968	10/24/2024	Owner	   
<a href="#">FFY 2024 Certified Local Government Project Application</a>			45964	10/22/2024	Owner	   
<a href="#">FY 2025 AAHPP Grant Application</a>	Shot Tower	250,000	45935	10/22/2024	Owner	   
<a href="#">FY 2025 AAHPP Grant Application</a>			45934	9/13/2024	Owner	   

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”.

**Send E-mail**  
You may share a copy of your application with someone else.

\*Your Name

\*Your E-mail

\*Recipient E-mail(s)

To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

\*Subject

Message

Maximum (5000) characters  
\*Required

Send me a copy

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

E-mail sent to [test@gmail.com](mailto:test@gmail.com)

**Applications** Requirements

**Applications**

The Maryland Historical Trust is pleased to provide you with this tool to manage your applications.

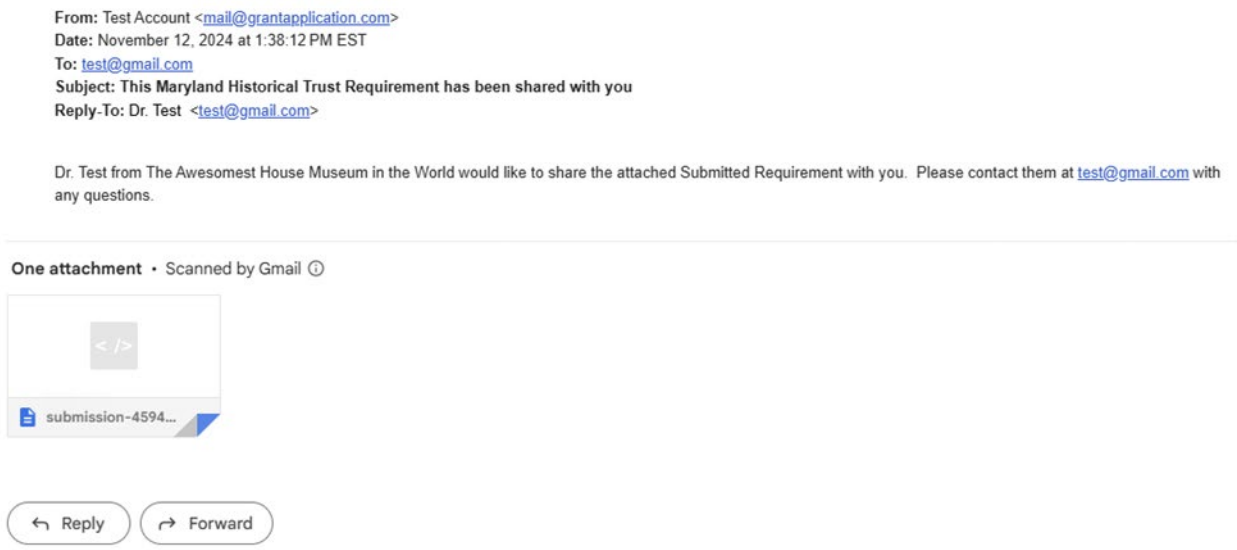
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- You can also view applications that have been shared with you.
- If you have a report to submit, the Requirements tab will appear above. Click the tab to be taken to the Requirements page.

Show In Progress Applications ▾

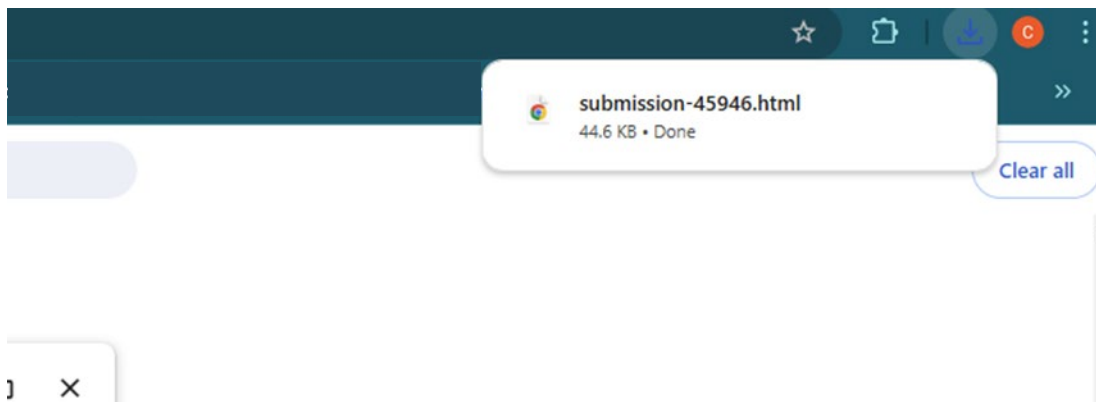
Hide Viewer Only Applications

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<a href="#">FFY 2024 Certified Local Government Education and Training Application</a>			45969	10/24/2024	Owner	
<a href="#">2025 Preservation Awards Nomination</a>			45968	10/24/2024	Owner	
<a href="#">FFY 2024 Certified Local Government Project Application</a>			45964	10/22/2024	Owner	
<a href="#">FY 2025 AAHPP Grant Application</a>	Shot Tower	250,000	45935	10/22/2024	Owner	
<a href="#">FY 2025 AAHPP Grant Application</a>			45934	9/13/2024	Owner	

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](mailto:mht.grants@maryland.gov)**