

Applicant

FY2026 Historic Preservation Non-Capital Grant Application

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 **Submit**. 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 November 17, 2025.**
- Submitted applications are final and can no longer be edited.

HOW TO

- **Spell-check:** misspelled words will be underlined by a red error indicator line. Right click the word to see spelling suggestions.
- **Save a draft:** A draft of your application is saved automatically while you work. You can see the saved status displayed in a blue box at the bottom left of your application screen. 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:** The upload fields allow you to drag and drop files from your computer into the provided uploads box or you can follow the steps below.
 - Click the upload box.
 - Browse to the location of the document on your computer.
 - Highlight the document, and click **Open** or **OK**.
 - The file will then appear below the uploads box as a blue hyperlink.

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

Grant award decisions will be made by February 2026, and you will be notified by email and US mail to your Project Contact Person.

We strongly recommend adding at least one additional collaborator to your grant application. This will provide MHT an additional contact in the event that we are unable to reach the original grant project contact. Add collaborators by navigating to the "Applicant Information" area of the form as seen above and

select "Manage applicants". Follow the on-screen prompts to add an additional applicant and set their permissions.

Acknowledgement

Please select "true" to indicate that you have read and understand the grant guidelines.*

Before beginning your application, please select "true" to indicate that you have read and understand the guidelines, which are available [HERE](#).

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. You can check your organization's "Principal Office" address by clicking [HERE](#).

Mailing Address*

Organization General Phone

Extension

Organization General Email

Website Address

County in which your organization is located:

Organizational Documents

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 multiple documents in this 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.

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.

Request Primary Contact Table

Please upload a resume for the primary contact.*

Overview

Overview

Project Title (10 Word Limit)*

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 (250 Word Limit)

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.

Research and Documentation, Project Planning, Education

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. Do not use commas, decimals or dollar signs in this field.

Describe how you arrived at the figures shown in the project budget. (300 Word Limit)*

(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. Do not use commas, decimals or dollar signs in this field.

In-Kind Match

This includes volunteer time, donated materials, and reduced cost of professional services. Do not use commas, decimals or dollar signs in this field.

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.

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 and providing a match of \$50,000, the Other Project Costs would be \$100,000.

Total Project Cost

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). (300 Word Limit) *

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? (300 Word Limit) *

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 (500 Word Limit)*

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 (500 Word Limit)*

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? (300 Word Limit)*

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. (500 Word Limit)

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, 2025. 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 (300 Word Limit)*

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). (300 Word Limit) *

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). (300 Word Limit) ***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. (300 Word Limit)** ***Describe the impact the project will have on the resource itself and in the greater community. (500 Word Limit)** *

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 (500 Word Limit)*

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.

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.). (300 Word Limit)

MHT-approved standards and guidelines include *Standards and Guidelines for Archeological Investigations in Maryland* and *Standards and Guidelines for Architectural and Historical Investigations in Maryland*.

See the Grant Guidelines Appendix D for a list of typical Research and Documentation projects.

Project Management

Project Management

Project Coordination (300 Word Limit)*

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 (300 Word Limit)*

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 Resumes

Support Letters

Impact

Letters of Support*

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.

If you have letters of support in hand, please upload them in the spaces provided below.

Release & Consent

Release and Consent

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.

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.

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.

Select "true" to indicate "I Agree".

Letter of Objection

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.

Please select "true" to indicate that you agree and understand. Leave this box blank if you have uploaded a letter of objection.

Legal Authorization

Select "true" to certify that all the information contained in this application is true and accurate and that you are legally authorized to submit this application on behalf of the applicant organization. *

Full Name of Legally Authorized Submitter*

This must be someone legally authorized to sign for your organization.

Attachments

Attachments

Please use this page to upload the following types of items:

- Photographs,
- Maps,
- Other items you wish to include, or
- Other items you were not able to upload earlier in your application.

See below for more information on these items.

Photographs:

- Photographs (with captions describing them) should be uploaded as "pages" incorporated into a single PDF or Word document. This leads to the least amount of confusion during the review process.
- Provide a document listing your images, and give a brief description of what each image depicts.
- For example:

Anytown Museum

Reference Sheet for Images

Taken by John Doe, 5/20/13

- Anytown Exhibit 1.jpg - entrance panel
- Anytown Exhibit 2.jpg - right wall
- Anytown Exhibit 3.jpg - left wall with video display
- Anytown Exhibit 4.jpg - interactive area

Maps (if applicable):

- You may submit a USGS map, State road map, or a map from the internet showing the project location or locations.
- The map should clearly show the nearest road intersection and the road names.

HOW TO UPLOAD DOCUMENTS

The uploads box allows you to drag and drop files to upload them or you can follow the steps below

1. Click the upload box.
2. Browse to the location of the document on your computer.
3. Highlight the document, and click **Open** or **OK**.
4. The file will then appear below the uploads box as a blue hyperlink.
5. Repeat for each additional document you wish to upload.

If you do not have documentation prepared at this point, click "Save and Finish Later" to hold the application until you have gathered the appropriate materials. You cannot submit the document and send the attachments later, unless otherwise noted in the application.

Uploads