

AFRICAN AMERICAN HERITAGE PRESERVATION GRANT PROGRAM



GRANT WORKSHOP



Maryland Historical Trust



Governor's Office of Community Initiatives

Today's Agenda



- Introduction to the Program
- Eligibility
- How to Get Started
- Online Application Tips
- *INTERMISSION* --
- The Nitty Gritty: Budget & Match
- Selection Criteria & Selection Process
- Grant Administration

Today's Handouts



- Sample Application (*your application MUST be submitted online*)
- Grant Guidelines
- Online Application “Quick Start” Guide
- Printout of this PowerPoint presentation

Introduction to the Program



- Designed to “encourage the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland.”
- Created as a Capital Grant Program by the General Assembly in 2010 and authorized for 5 years; permanently reauthorized in 2015.
- Administered as a partnership of the Maryland Commission of African American History and Culture and the Maryland Historical Trust.
- Grant awards of up to \$100,000 per project per year are available.

Eligibility



Who can apply?



- Non-profit organizations
 - Local governments
 - Business Entities*
 - Private Individuals*
- *Non-profit and business applicants must be registered with SDAT and in good standing. Not registered with SDAT? See Exhibit 1 of Guidelines. **If your organization is not registered with SDAT at time of application, your application will be rejected.***
- * Private individuals and business entities should be aware that selection criteria typically favors projects and properties owned or sponsored by non-profit organizations and local jurisdictions.

Do we have to match the grant?



- *Local government, business entity, and individual applicants* must match the grant 1:1 (dollar-for-dollar) in cash and/or in kind services.
- No match is *required* for non-profit organizations, but providing some match will make the application more competitive.

What types of projects can be funded?



- Buildings, sites, and communities assisted with these funds must be “of historical and cultural importance to the African American experience in Maryland.”
- Properties assisted with these funds are **NOT** required to be “historic”, that is, individually listed on or determined eligible for listing on the Maryland Register of Historic Properties*. Rehabilitation of existing non-historic structures, as well as new construction, are both eligible as long as the project addresses African American heritage.

* All National Register listed properties or districts are on the Maryland Register.

What types of projects can be funded?



- Acquisition
- Rehabilitation
- New construction
- Pre-development costs which are part of a capital project



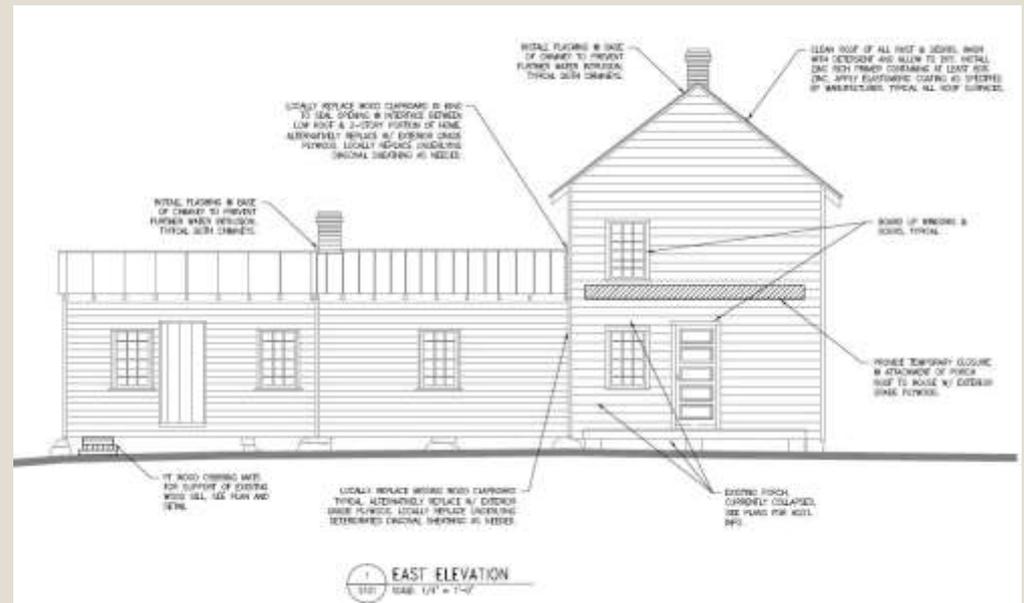
San Domingo Rosenwald School,
Wicomico County

What types of project can be funded?



What are “pre-development costs”?

- historic structure reports and studies
- plans and specifications
- archaeological investigations necessary for capital project
- architectural, design, engineering services



George Rice House & Outbuildings at the Biscoe Gray Heritage Farm, Calvert County

Projects involving a “historic property”:



- **Must** conform to the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*;
- If individually listed on or individually eligible for the National Register, require conveyance of an historic preservation easement to MHT.



Chipman Center / John Wesley Church,
Salisbury

What types of projects cannot be funded?



- Projects that do not involve “capital” expenditures.
- Projects that have a useful life of less than 15 years. This means:
 - The physical life of the materials or improvements should be at least 15 years
 - The project should be financially sustainable for at least 15 years (i.e. funds for maintenance)
- Projects involving “historic” properties that do not conform to the *Secretary of the Interior’s Standards*.
- Projects that are already underway or completed prior to execution of the grant agreement.

Special Considerations



- A letter from the **property owner** stating permission for and support for the project defined in the application, as well as stating agreement to conveyance of an easement, **MUST** be provided with the application – **EVEN IF THE PROPERTY OWNER AND APPLICANT ARE THE SAME.**
- The property owner is not always the same as the applicant organization / grantee. In such cases, the applicant has to have the permission of the property owner to undertake the grant-funded project. You can check the legal ownership of any property on the SDAT website.
- ***Without the required letter from the property owner, your application will be rejected.***

Special Considerations



- Cemeteries are generally not ranked highly enough for funding unless their exceptional significance is clearly demonstrated, for example:
 - Association with historic events
 - Association with significant individuals
 - Distinctive design features
 - Importance of the information they impart
- Determining the ownership of a cemetery is critical! The property owner must agree to the project and provide a letter of support.



Tolson's Chapel, Sharpsburg

Special Considerations



- Structures used for religious purposes are generally eligible for grant assistance *for exterior work only* and will be evaluated on a case by case basis.
- Spaces or objects used primarily for religious purposes are not eligible.
- Structures which are *no longer used for religious purposes* may be eligible for grant assistance for interior and exterior work.
- Work to stained glass windows *bearing religious imagery* is generally not eligible unless the structure is no longer used for religious purposes.



Asbury M.E. Church, Easton

How to Get Started



Where to begin?



- Read through these documents before you start the online application:
 - AAHPP Grant Guidelines
 - Online Application “Quick Start” guide
- Create a user name and password so you can access the online application. Read through all the questions and familiarize yourself with the application and the required attachments (don’t forget to look at the “Attachments” tab!).
- Identify application items with longest lead times and create a schedule for yourself so you can get them all done in time!

How do I start to develop my project?



- What kind of project are you undertaking?
 - Acquisition?
 - Rehabilitation?
 - New construction?
 - Predevelopment? (Plans, studies, etc.?)
- What is the scope of the entire project from start to finish?
- What will the entire project cost?
 - You may need to hire an architect or project manager to help estimate costs for a very large project.
 - If you are undertaking a smaller project, you should obtain at least one price proposal in order to make an accurate grant application.
- What funding sources & resources are available?
- Should the project be broken down into phases?
- Will your organization be able to manage the project (and the potential grant), or do you need to hire a project manager?

How do I define my project on the application?



- Scope of work: What are you including in the scope of your grant request? What isn't included?
 - ✦ Be specific!
 - ✦ Is your project phased?
 - ✦ Are you planning to apply again in future grant rounds?
- What can you reasonably accomplish within the given 2-year grant period?
 - ✦ Will you be ready to proceed after the grant award is made?
 - ✦ Can the project be completed in two years or less?
- Both the grant funds and your matching funds must be spent on “the project” (the scope of your grant request) and within the grant period (2 years).
 - ✦ Define a project that meaningfully relates to the grant amount: break it down.
 - ✦ How much money will it take to get “the project” done?
 - ✦ How much match do you REALLY have?
 - ✦ “Other Project Costs” = expenditures on “the project” over and above grant + match
 - ✦ In the schedule, identify all the steps in the process, including: grant award, easement, design, permits, procurement, construction...show us you know what the steps are!
- What are your goals for the project? What do you hope to achieve?
 - ✦ How do your goals reflect those of MCAAHC and MHT?

Tips for a Successful Grant Application



- Be convincing about the significance and urgency of the project.
- Know what expertise the project requires and assemble a strong project team.
- Show us your commitment to the project: how will it be sustained into the future? (How will you protect this investment?)
- Review and understand our selection criteria. Address them!
- Clearly and concisely state all responses. Make it easy for us!

Tips for a Successful Capital Project



- Know how your project relates to local and state planning goals and regulations.
 - Contact your local planning department to discuss your proposed project.
 - Does your project fit into the local comprehensive plan?
 - How do you get a permit?
 - Does your project conform with zoning?
 - Will your project require special waivers or hearings?
- Cultivate support for your project! Develop relationships with:
 - the community
 - your local, state, and federal representatives
 - any local, state, or federal agencies that may be involved
 - other organizations that may have similar goals

Online Application Tips



Getting Started



Start by accessing the online application via:

<http://mht.maryland.gov/grants.shtml>

To return to your existing account

To access additional documents

To go to the AAHPP web page

ONLY IF YOU HAVE NOT BEGUN AN APPLICATION YET

The screenshot shows the Maryland Historical Trust website. At the top, there is a header with the Maryland state logo and the text "DEPARTMENT OF PLANNING MARYLAND HISTORICAL TRUST". A search bar is located in the top right corner. Below the header is a blue navigation bar with links for "HOME", "PROPERTY OWNERS", "CONSULTANTS", "NONPROFITS", "GOVERNMENTS", and "MDP".

The main content area is divided into two columns. The left column is titled "Resources" and contains a sub-section "My Grant Applications" with a list of links: "Resource for Current Grantees", "Hurricane Sandy Grants" (with sub-links for "NPS Hurricane Sandy Grant Guidelines" and "NPS Hurricane Sandy Grant Application"), "AAHPP Resources" (with sub-links for "AAHPP Online Application Quick Start Guide", "AAHPP FY 16 Program Guidelines", and "Sample FY 16 AAHPP Application Form"), and "MHAA Resources" (with sub-links for "MHAA Online Application Quick Start Guide", "MHAA FY 15 Program Guidelines", "Sample FY 15 MHAA Intent to Apply Form", and "Sample FY 15 MHAA Capital Project Grant Application Form").

The right column is titled "Grants at the Maryland Historical Trust" and contains a paragraph of introductory text. Below this is a section "Current Funding Opportunities" with two sub-sections: "Hurricane Sandy Disaster Relief Assistance Grants for Historic Properties" and "African American Heritage Preservation Program FY 2016 Grants". Each sub-section includes a paragraph of text and a link to "grant application" or "program guidelines".

Red arrows from the text on the left point to specific elements on the page: one points to the "My Grant Applications" link, another points to the "AAHPP Resources" sub-section, a third points to the "Sample FY 16 AAHPP Application Form" link, and a fourth points to the "Sample FY 15 MHAA Non-Capital Project Grant" link. A dashed red circle highlights the "AAHPP Resources" sub-section.

Create an Account



Please Sign In

Welcome to the Maryland Historical Trust's Grant Application System.

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.

If you have never used our system, click the [New Applicant](#) link below.

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

If you are filling out applications on behalf of multiple organizations, please use each organization's **UNIQUE** email address for each application.

Please contact us if you have questions about this process.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)



New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

CLICK HERE!



Introduction to the Application



- Select the application you want to begin or continue working on.
- Always log into your account from the “My Grant Applications” button to avoid creating a new application form each time you log in.

The screenshot displays a navigation bar with the following tabs: Applicant, Overview, Significance, Project Design, Project Mgmt, Deliverables, Public Benefit, Authorization, Release & Consent, Attachments, and Review My Application. Below the tabs are two buttons: "Save & Finish Later" and "Next". The "Overview" section is active, showing a red asterisk and the text "* Required before final submission". Below this is a form field for "Project Title" with a blue information icon and the text "Project refers to the specific activity for which funding is being requested." The input field contains the text "Test Title". In the top right corner, there is a link for "Printer Friendly Version".

Navigate between pages by clicking on “tabs” across the top of the page

Clicking “next” will take you to the next tab and save your work

**SAVE
FREQUENTLY!**

Filling in Answers



*** Brief Project Description** 

You will complete a detailed project description later in the application. This field should provide a short summary of the key details of your project.

Word count 0 of 60



The red asterisk * means a response (or upload) is required. The application CANNOT be submitted without all required responses and required uploads.

The word counter will count your words as you type.

Click on the check mark to check your spelling.

**SAVE
FREQUENTLY!**

Filling in Answers



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Applicant, Property, Overview, Significance, Project Design, Project Management, and Public Benefits. The 'Significance' tab is active. Below the navigation bar, there are several form fields. A red dashed circle highlights a 'Help' pop-up window that is open over the 'Project Title' and 'Brief Project Description' fields. The 'Help' window contains the following text: "Sample text: 'Restoration of original wood windows in a ca. 1920 Rosenwald School. As the only surviving Rosenwald School in Smith County, it is particularly significant for its association with nationally prominent African American educator Dr. John Johnston. The restored building will house an exhibit documenting Dr. Johnston's life. This is the first of four anticipated phases of rehabilitation.'" A red arrow points from the 'i' information icon next to the 'Brief Project Description' field to the 'Help' pop-up window. The form fields include a 'Project Title' field with a description "Project refers to the specific action..." and a 'Brief Project Description' field with a description "You will complete a detailed project description later in the application. This field should provide a short summary of the key details of your project." and a word count of 0 of 60. A 'Next' button is visible on the right side of the form.

Clicking the “i” or “information” box will give you a pop-up window with additional guidance.

**SAVE
FREQUENTLY!**

OOPS!!!



Due to inactivity, your system will time out in 15 minutes. Please save your work immediately.

Continue

Exit

Tip – You may wish to compose long text responses in a word processing document first, and copy and paste into your application as a safe-guard against losing your work.

Don't walk away and leave your work un-saved!!!

**SAVE
FREQUENTLY!**

Uploading Documents



* Detailed Project Budget

Please provide a detailed scope and cost breakdown for your project.
Once you have completed the project budget, upload it here as an Excel file.

Choose File No file chosen

Upload

Click on “Choose File” and navigate to the file you want to upload

* Detailed Project Budget

Please provide a detailed scope and cost breakdown for your project.
Once you have completed the project budget, upload it here as an Excel file.

Choose File WHAT IS A P...SEMENT.doc

Upload

When you have selected a file, its name will appear here

Then click “upload”

Detailed Project Budget

Please provide a detailed scope and cost breakdown for your project.
Once you have completed the project budget, upload it here as an Excel file.

File Name	Uploaded	Size
WHAT IS A PERPETUAL PRESERVATION EASEMENT.doc	3/7/2014 4:29:41 PM	24KB

Remove

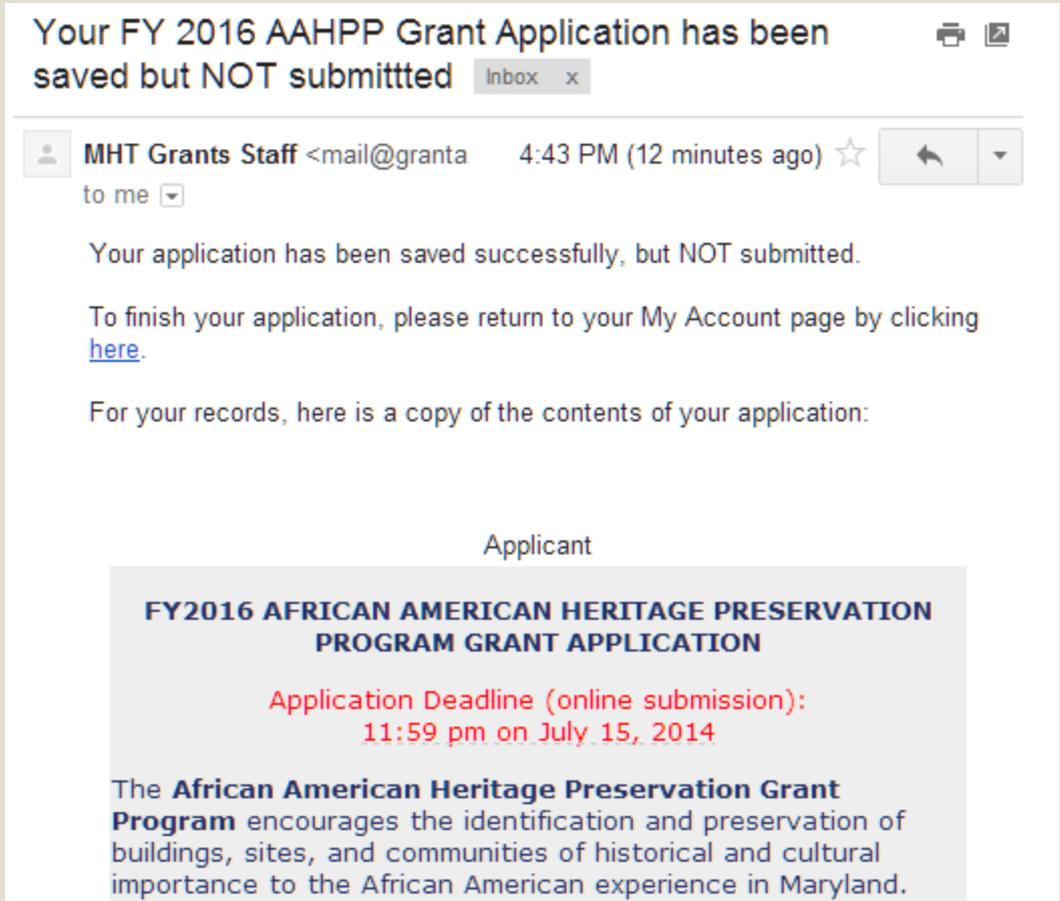
Successful upload! Click “remove” if you uploaded the wrong document.

Saving your Application



Saving your application will return you to your “My Account” screen.

You may also receive an e-mail as a reminder that you have not submitted an application yet. 



Your FY 2016 AAHPP Grant Application has been saved but NOT submitted Inbox x

MHT Grants Staff <mail@granta> 4:43 PM (12 minutes ago) ☆
to me ▾

Your application has been saved successfully, but NOT submitted.

To finish your application, please return to your My Account page by clicking [here](#).

For your records, here is a copy of the contents of your application:

Applicant

FY2016 AFRICAN AMERICAN HERITAGE PRESERVATION PROGRAM GRANT APPLICATION

Application Deadline (online submission):
11:59 pm on July 15, 2014

The **African American Heritage Preservation Grant Program** encourages the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland.

Reviewing your Application



Once you have completed your entire application, filled in all required fields, and uploaded all required documents, you can click the **Review** button on the Attachments page, or simply click the **Review My Application** tab in your application. If you have missed any required fields or uploads, they will be identified in red.



Please correct the problems indicated below.

- Please click this box to indicate that you have read is a required field.
- Organization Type is a required field.
- Tax ID / Federal Employer Identification Number (EIN) is a required field.
- Request Primary Contact Prefix is a required field.
- Request Primary Contact First Name is a required field.
- Request Primary Contact Last Name is a required field.
- Request Primary Contact Contact Phone is a required field.
- Request Primary Contact Email is a required field.
- Brief Project Description is a required field.
- In which county (or counties) will the project take place? is a required field.
- Goals and Objectives is a required field.
- Does the project contribute to fulfilling the priorities identified in the local heritage area's management plan is a required field.
- What is the tourism value of the project? is a required field.
- How will the project enhance the local heritage area? is a required field.

You will not be able to see a **Submit** button until all errors are corrected. If you have missing information, update the required fields, and then click the **Update** button on the **Review My Application** page.

Submitting your Application



When you are satisfied with your application and have completed all the required fields, you can click **Submit**.

You must complete the Application and click the **Submit** button by the final submission deadline of **11:59 p.m. on July 15, 2016**. If you do not submit your application by that time, you will not be able to submit it at all – the system will not allow late applications!

You will not be able to submit an application unless all required fields are filled in and all required documents are uploaded.

Once you have submitted an application, you cannot make any changes to it.

After Submitting...



Applications

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

You have not submitted your application. Please return to the My Account page to submit before the grant deadline.

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 ▾

 Hide

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
FY 2016 AAHPP Grant Application			21494	03/07/2014	Owner	
FY 2016 AAHPP Grant Application			21495	03/03/2014	Owner	

Once you have submitted an application, you cannot make any changes to it. You will, however, still be able to view it by selecting “Submitted Applications” from the drop-down menu.

After submission, you will receive a confirmation email that the application has been received. We will contact you if we have any questions.

Tips for Completing the Application



- Make sure to include all required attachments and make all required responses. You will not be able to submit without them!
- Submit a complete application ONLINE by 11:59 pm on July 15, 2016! ***Do not wait until the last minute!***
- Double check math, spelling, and grammar (the online application will help you!).
- Problems with the online application? Contact Anne at MHT.

The Nitty Gritty: Budget & Match



How do I define my project on the application?



- Information about the scope of work in your grant request, project budget, matching funds, and timeline will be entered on the “Project Design” tab on the online application.
- On this tab, you will download an Excel spreadsheet (.xls) which contains a sample budget and a blank budget form, along with some guidance about creating your budget.
- Open the Excel document and review the guidance on the “Budget” tab and the sample budget on the “Example” tab (switch tabs at the bottom of the Excel window). Then create your own, project-specific budget on the “Budget” tab, save, and upload your budget document into the online application. **Fill out the budget spreadsheet before filling in the budget fields on the application.**
- On your budget spreadsheet, break down your costs by trade (carpentry, masonry) or by building element (walls, floors, foundation): however you think you can best explain the scope of work. **Include anything paid out of grant or match.**

What project costs cannot be funded?



Project costs that may not be paid with grant funds include*:

- legal fees; appraisal fees; property surveys
- insurance premiums
- reimbursing volunteer time
- costs not directly associated with project acquisition or construction activities
- project / grant management, if included in staff job duties
- general office expenses
- employee salaries
- permit or approval fees
- maintenance
- exhibits with an expected life of less than 15 years
- any work that is not bid per MHT requirements
- work to historic properties that does not meet the *Secretary's Standards*

*See the Grant Guidelines for a complete list.

Grant Matching Requirements



- *Local government, business entity, and individual applicants* must match the grant 1:1 (dollar-for-dollar) in cash and/or in kind services.
- No match is *required* for non-profit organizations, but providing some match will make the application more competitive.
- **It is not necessary to propose a match in excess of 1:1** -- it won't improve your score. Include additional costs under "Other Project Costs" category on the application.

Grant Matching Guidelines



- Match may be cash or in-kind*, but it must be directly related to the project defined in the grant application.
- Cash match means:
 - Cash expenditures (on services, materials, etc.)
 - Support from non-state grant or loan
- In-kind match means:
 - Volunteer time on the project
 - Donated professional services
 - Donated materials

*See the Grant Guidelines for a complete list of items which can / cannot count as match or in-kind.

Grant Matching Guidelines



- Grant may not be matched with other State money (e.g. bond bills, etc.)
- Money already spent toward the physical care and/or improvement of the property prior to the grant period will not count as match.
- The cost to acquire a property may not be considered as matching funds unless the grant is for acquisition.
- All expenses must be properly documented to MHT in order to count as match.
- In-kind donations of volunteer or professional services must be substantiated by the donor's signature and grantee's signature.

How do I show match in the application?



- Applicants **must** show that at least half of their total proposed match contribution is in-hand at the time the application is submitted.
- The applicant's entire proposed contribution must be in-hand at the time of award availability (November 2016).
- Documentation you should upload in the application should be in the form of:
 - a copy of a bank statement confirming amount of funds in hand
 - letters confirming receipt or award of other funding for this project (for example, grants from other sources)
 - letters from private sources, donors, or volunteers confirming their intended contributions
 - loan commitment letters from banks
 - other possibilities as applicable to your project.
- Failure to meet the required match may result in forfeiture of grant.

What are “Other Project Costs”?



- “Other Project Costs” can be thought of as “over match”, as “match yet to be raised”, or as “additional grantee contribution”.
- If you have defined a project that will cost \$250,000, your budget may read:
 - \$100,000 AAHPG grant funds requested
 - \$100,000 applicant proposed match
 - \$50,000 “other project costs” (e.g.state bond bill)
- The “Other Project Costs” category also shows us how much money is being leveraged with state funds.

Tips for a Successful Grant Application



Contact us!

- *development of capital project or technical preservation assistance, or help with the online application:*

Anne Raines

MHT Capital Grants & Loans Administrator

410.514.7634 anne.raines@maryland.gov

- *project purpose and scope:*

Dr. Joni Floyd, Director of MCAAHC

410.216.6180 joni.floyd@maryland.gov

Selection Criteria & Selection Process



Grant Selection Process



Grant applications must be **submitted online by 11:59 pm on July 15, 2016**. Late applications cannot be accepted.

After you submit your application:

- MHT staff will conduct “threshold” review of applications
- MCAAHC will evaluate, rank, and recommend funding levels
- MHT Board of Trustees will review MCAAHC award recommendations
- The joint MHT-MCAAHC recommendation is forwarded to the Secretary of the Maryland Department of Planning for approval
- Award letters are sent! (Expected to happen in November...)

Grant Selection Criteria*



- **Significance & Need**
 - Significance of project
 - Urgency
- **Project Design**
 - Project scope & protective value
 - Project goals
 - Project budget
 - Financial capability
 - Project schedule
- **Project Management**
 - Administrative capability
 - Professional capability
- **Public Benefit, Impact, & Local Commitment**
 - public benefit
 - educational & demonstration value
 - local commitment
 - leverage
- **Special Initiatives**
 - Relationship to theme
“Hallowed Grounds: Sites of African American Memories”
 - geographic distribution

**See the Grant Guidelines for complete descriptions of these criteria.*

Grant Administration



Grant Administration Schedule



- July 15, 2016: Application deadline, 11:59 pm (online)

The following dates are approximate:

- November 2016: Grant awards announced
- December 2016-February 2017: **Grant Agreements** mailed by MHT and signed; grantees notified if easement is required
- November 2018: Project must be completed

Grant Agreement



- The grant agreement is the contract between you as the grantee and MHT as the grantor.
- The grant agreement will include:
 - ✦ a description of the scope of work
 - ✦ the amount of the grant
 - ✦ the amount of your match
 - ✦ AN EXPIRATION DATE – two years from date of signature

Easement



- A Perpetual Preservation Easement must be conveyed to MHT or an entity acceptable to MHT on all historic real property.
 - Historic properties are those properties listed on or determined eligible for listing on the Maryland Register of Historic Properties.
- Just after you are notified of a grant award, you will be notified by MHT if an easement is required.
- The easement or preservation agreement is executed between the owner and the easement/preservation agreement holder ***before capital improvements begin and funds are disbursed.***
- Grantees must provide various documents, including a Certificate of Title, to MHT in order for MHT to draft the easement. ***This almost always requires the grantee to work with an attorney!***

Easement



- The easement coverage will be on the land or such portion of the land acceptable to the Trust, and on the exterior and interior of the historic structures, where appropriate.
- An easement/preservation agreement is a binding legal document, and the easement is recorded in the local land records. The easement affects the entire area under easement. It usually protects buildings, structures, and associated archeological resources, and **confers approval authority on MHT** in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property.

Easement



- The land and covered improvements in the case of an easement, and the personal property in the case of a preservation agreement, must be maintained in good condition.
- MHT staff is available to offer technical preservation expertise to easement property owners and preservation agreement signers on an as-needed basis.

Approval of Work



- All work must be approved by MHT prior to start of construction.
- Work to historic properties which will be under easement must be reviewed through MHT's Easement Committee, which meets every 3 weeks.
- Work to properties which are not under easement will be reviewed by MHT Section 106 / Review & Compliance Staff.

What else should I know if I get a grant?



- **Grant disbursements**
 - **Grant funds will not be disbursed “up front”**; rather, they will be made as the project progresses, based on submission of satisfactory Requests for Payment.
 - Payments are only made to the grantee (not to contractors, consultants, etc.)
 - Payments will typically reach you within 30 days of submission of a satisfactory Request for Payment.
 - Consider how this situation may affect your contractors or consultants and make any necessary arrangements.
 - YES – we can disburse grant funds to you before you have paid the contractor’s or consultant’s invoice!

What else should I know if I get a grant?



- **Procurement process** must be followed for all consultants or contractors to be paid with state funds
 - ✦ NO sole-sourcing of services
 - ✦ Grantee must attempt to get AT LEAST SIX BIDS for all contracts
 - ✦ Bidding process and selection of contractor must be approved by MHT grant staff
- Record-keeping requirements for grantee
- Compliance with all federal, state, and local laws

What else should I know if I get a grant?



- **Insurance**

- The grantee will be required to insure the assisted property against loss or damage by fire, flood, or other hazards, casualties, and contingencies as required by MHT and in amounts satisfactory to MHT.
- General Liability Insurance will be required for all construction efforts.

Other Funding Sources



- **NCCA: National Center for Charitable Statistics**
 - ✦ Lists private foundations in each county that may provide funding
 - ✦ <http://nccsdataweb.urban.org/PubApps/geoCounties.php?q=MD>
- **Foundation Center**
 - ✦ Cooperating Collections— several locations in Maryland; provide free access to the FC's electronic and print resources
 - ✦ <http://foundationcenter.org/collections/>
- **Maryland Community Foundations Association**
 - ✦ Lists community foundations in each county
 - ✦ <http://www.mdcommunityfoundations.org/contact.html>

GOOD LUCK!



- *development of capital project or technical preservation assistance, and help with the online grant application:*

Anne Raines, MHT Capital Grants & Loans Administrator

410.514.7634 anne.raines@maryland.gov

- *project purpose and scope:*

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