

FY 2020 MHT Capital Grant Application

Instructions

FY2020 HISTORIC PRESERVATION CAPITAL GRANT PROGRAM APPLICATION

Application Deadline (online submission):
11:59 pm on March 23, 2020

The **Historic Preservation Capital Grant Program** promotes the acquisition, restoration, and rehabilitation of historic properties in Maryland. Eligible properties are limited to those which are listed in or eligible for the Maryland Register, either individually or as a contributing structure within a district.

Please read the following instructions before beginning your application:

- We strongly recommend that you **contact MHT staff** before applying to be sure your project is eligible and to obtain appropriate guidance.
- For assistance, please contact Barbara Fisher, at barbara.fisher@maryland.gov or 410-697-9574.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on March 23, 2020**. Please note that all questions with a **red asterisk (*)** require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents. The online system will not allow late submissions. When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail. It is not necessary to submit a hard copy of your application or attachments. This grant application is for capital projects, i.e. projects relating to construction activities, with significance to the history and heritage of the State of Maryland. Funding awards for this application round will be available no sooner than late June of 2020.
- Please review the [program guidelines](#) before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline. Exhibit 2 is the Application Evaluation & Grant Administration Schedule and Exhibit 4 contains the Selection Criteria.

Notes on completing the online application:

- Please review the "Quick Start" guide available [HERE](#) before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact [Barbara Fisher](#).

Acknowledgement

Please click this box to indicate that you have read and understand the guidelines, available [HERE](#).

No

Overview

Applicant/Organization Name**Property Name**

If the property does not have a name, please use the street address.

Other Property Name(s), if any

If the property had other names historically, indicate those names here.

Address of Project Property

Include the street address, city, and zip code of the property.

In which county is the project located?

Project Design

Construction Project Design

In this section you will describe your construction project. Please only describe construction or acquisition activities - you will have an opportunity to describe your site and urgency of your project later in the application.

Construction Project Description

Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources. See the info box for an example.

Grant Project Scope of Work

List the construction work that this specific grant (and any required match) would fund.

Key Steps and Timeline

Provide an outline/sequence for the project. Please list the construction steps you will take to complete the project. Use list form rather than narrative form, and indicate which steps will be funded by this grant or related match. See the info box for information on start/end dates.

Budget

Project Budget

- The project budget is an important aspect of your grant application, and it is necessary for you to review the grant guidelines in order to fill out your budget correctly.
- Please note that ALL applicants EXCEPT for nonprofit entities are REQUIRED to provide a dollar-for-dollar match to the grant, which may be any combination of eligible cash and in-kind match.
- **Before completing the budget fields below on this page, complete your detailed budget using the Excel spreadsheet, which you can download and complete by clicking [HERE](#).**
- You will use the numbers from the Excel spreadsheet to fill out the fields below, on this page.
- For a sample budget, please see the sample budget tab in the Excel budget document.

Detailed Project Budget

Using the line items from your "Grant Project Scope of Work" answer on the previous application tab ("Project Design"), provide a detailed project budget. Once you have completed the project budget, upload it here as an Excel file.

Grant Funds Requested

Grant Funds Requested

The maximum amount you can request for a MHT Capital Grant project is \$100,000.

The suggested minimum is \$10,000.

The requested amount should be in an even increment of \$1,000.

Matching Funds

Non-profit organizations, including state and federal agencies, should leave the match section blank and proceed to the "Other Project Funds" section.

All other applicants must provide 1:1 match and documentation of that match. See the Program Guidelines for additional information about match.

Proposed Cash Match

What is the dollar amount of your cash match?

Identify the source(s) of any cash funds your organization has committed as match.

These are ONLY funds that you can show us that you already have.
Do not include state funds, which are not eligible as match.

Upload proof of your committed cash match here. See grant guidelines for acceptable documentation.

Proposed In-Kind Match

What is the dollar amount of the cash value of your in-kind match?
Please see program guidelines for detail on what is eligible as in-kind match.

Identify the source(s) of in-kind support that you already have a firm commitment for relative to the grant project.

This includes volunteer time, as well as donations of equipment, supplies or services, for which you already have a firm commitment from the donor.

Upload proof of your committed in-kind match here. See program guidelines for acceptable documentation.

Other Project Funds & Costs

Other Project Funds

Use numbers only, no dollar signs or decimals. If you have included "Other Project Funds" on your budget spreadsheet, please put the total here.

Describe other non-state funds that are already committed for this project in lieu of match (for non-profits) or in addition to match (for other applicants).

Include non-state grant funds, as well as donations of cash, services, or materials that are not included as match.

If applicable, describe other financial components related to this phase of the project.

Describe any other state funds already committed to this phase of the project. Describe costs for this phase of the project that are currently unfunded. Describe your organization's efforts to fund this project from sources other than this grant program. Include grants from non-state agencies that you have applied for but do not know the outcome, loan applications in progress, or research into possible funding options.

Urgency & Significance

Significance & Urgency

Property Significance

Briefly discuss the property's historical significance.

Physical Property Description

For properties with multiple structures, briefly describe the structures and important features of the property. What condition are the structures in?

History of Construction / Alterations

Give the approximate date the property was constructed, and list any significant alterations, additions, or restoration work undertaken in the past.

Is this project urgent?

What are the most urgent needs relative to this project or property? Why does this project need to proceed at this time? What will happen if it does not?

Public Benefit & Impact**Public Benefit****Describe the benefit and objectives of the completed project to the general public**

Describe how the site currently contributes or will contribute to the interpretation and education of Maryland's history and culture.

Does your site interpret underrepresented historical topics or groups, for example, women's history, Hispanic history, African American history, LGBTQ history, or industrial history?

Explain the goals and objectives of the project, especially as they relate to the goals of MHT.

Property Use

What is the current use of the building? If the use will change, what will the new use be? See the info box for an example.

What hours per day, days per week, and months per year will the project / property be open to the public?

If the property will not be open regular hours, please indicate how access will be made available.

What amenities are or will be available to the public at the property?

This includes restrooms, water, parking, interpretation (guided tours, self-guided tours, signage, brochures), etc.

What provisions exist or will be made for physical or programmatic access by individuals with disabilities?

Impact

Describe how this project will engage with or stimulate other activities, programs, projects, or partnerships throughout the community. Does the project utilize methods or techniques that are unique and innovative? Does it have the potential to be a model for other projects?

Does your site support community groups or has your organization formed unique partnerships or community opportunities?

Support

Support for the Project

Please list the elected official(s) and other individuals from whom you have requested letters of support.

You should request at least two letters of support, one of which should be from an elected official from your project’s local jurisdiction. Others may come from other community leaders and partners, subject matter experts, or state representatives.

If you have **SIGNED copies of the support letters, you can upload them here. Please do not submit unsigned letters.**

(Sometimes the letters are sent directly to MHT.)

Letter of support

Letter of support

Letter of Support

Letter of Support

Project Mgmt

Project Management

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

Identify other grants or other types of funds your organization has received and successfully managed.

Also describe your organization's experience with building-related or construction projects, and address the ability of your organization, and/or the property owner, to administer the property or project into the future.

How will ongoing maintenance costs be paid for in future years?

Administrative Capability

Identify any key individuals within the applicant organization who will be involved in the implementation of this project, in addition to the primary contact identified on the "Applicant" tab.

Include the name and title for each person listed.

Resume or Narrative of Relevant Experience

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Resume or Narrative of Relevant Experience

Consultants and Partners

Identify any key individuals outside of the applicant organization who were consulted in the development of this grant application or who are already involved in an ongoing phase of this project (i.e. contractors, consultants or partners).

Please note that all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded.

Include the name, title, company name, and field of work (architecture, engineering, construction, etc.) for each person listed.

Consultant Resume

Consultant Resume

Consultant Resume

Applicant

Applicant Organization

Legal Name

The name provided must match EXACTLY the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). You should check your organization's legal name by clicking [HERE](#).

Organization Type

Tax ID / Federal Employer Identification Number (EIN)

For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567. For individuals/private owners, enter your social security number.

Proof of Non-Profit Status (if applicable)

If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service. If your organization's non-profit status is through a larger umbrella organization, you will need to provide the letter authorizing your organization to use the EIN under which you are applying.

Organization Mailing Address

City

State

- Select One -

Zip Code

Organization General Phone Number

Extension

Organization General Email Address

Website Address

Organizational Documents

Non-profit organizations and business entities must upload copies of their organizational documents (if you have submitted these to MHT within the past 5 years, this is optional). For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Government entities and private individuals do not need to upload organizational documents.

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.

Additional Organizational Document

Project Contact Person

This is the person who will receive all correspondence, notifications and reminders regarding the grant.

You will have an opportunity to provide the contact information for a grant writer (if applicable), below. Do not list the same person twice.

Prefix First Name

- Select One -

Last Name

Title

Contact Address

City State

- Select One -

Zip Code

<p>Contact Phone</p> <p>Extension</p> <p>E-mail</p>
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<p>Only complete this section if you utilized a grant writer who has not already been listed elsewhere in the application.</p>	
<p>If this grant was prepared by someone other than the Project Contact, please provide their information here. <u>Do not enter the same person if they are listed above.</u> Please note that this individual will not receive reminders and notices associated with the project.</p>	
<p>Prefix</p> <p><None></p>	<p>First Name</p>
<p>Last Name</p>	
<p>Title</p>	
<p>Address</p>	
<p>City</p>	<p>State</p> <p><None></p>
<p>Zip Code</p>	
<p>Phone</p>	
<p>E-mail</p>	

Property & Regulations

<p>Property Owner</p>

Tax Account Identifier

Look up your property tax identifier number in SDAT by clicking [here](#).

Legal Name and Address of Property Owner or Owner Entity**Relationship of Property Owner to Grant Applicant Organization**

If property owner and grant applicant are the same, state "Same". If property owner and grant applicant are not the same, explain the relationship.

Property Owner Consent

Upload a letter from the property owner indicating consent to the project and willingness to donate a preservation easement to MHT. The letter must be submitted even if applicant and property owner are the same. Failure to submit the required letter using the required language will result in your application being ineligible for funding. A sample letter, which includes additional information about MHT easements, can be found for upload [HERE](#).

Property Regulations and Concerns**Will any aspects of the project cause ground disturbance (utility lines, footings, underpinnings, grading, signage installation, etc.)?**

If yes, please describe the location and nature (depth, size, etc. if known) of the ground disturbance.

Do any aspects of the project have potential to disturb lead paint, asbestos, oil tanks, or other hazardous materials?

If yes, please describe the location and type of hazardous materials.

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. MHT does NOT share applicants' financial information unless required to do so by law.

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 (the "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 received 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.

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.

Do not check the box if you have uploaded a letter of objection.

No

Legal Authorization

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.

No

Full Name of Legally Authorized Submitter

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