



## MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

# PROJECT GRANT INSTRUCTIONS (Capital and Non-Capital Projects) Fiscal Year 2018



**Division of Historical and Cultural Programs**  
**Maryland Historical Trust**  
100 Community Place  
Crownsville, MD 21032  
Jennifer Ruffner  
Maryland Heritage Areas Authority  
410-514-7612  
[jen.ruffner@maryland.gov](mailto:jen.ruffner@maryland.gov)  
[mht.maryland.gov](http://mht.maryland.gov)

## MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANT INSTRUCTIONS

INTRODUCTION .....	3
ELIGIBLE APPLICANTS.....	4
ELIGIBLE EXPENSES AND ACTIVITIES.....	4
PROJECT TYPES – NON-CAPITAL AND CAPITAL.....	4
INELIGIBLE EXPENSES AND ACTIVITIES.....	6
APPLICATION SUBMISSION AND DEADLINES.....	6
GRANT AMOUNTS AND MATCHING FUND REQUIREMENTS .....	7
GRANT SCHEDULE .....	9
APPENDIX A – PROJECT SELECTION CRITERIA.....	11
APPENDIX B – GRANT TERMS AND CONDITIONS ..	13
APPENDIX C – HERITAGE AREA MANAGEMENT ENTITY CONTACT INFORMATION ...	16
APPENDIX D – SAMPLE BUDGET. ....	17
APPENDIX E – PROOF OF NON-PROFIT STATUS.....	19
APPENDIX F – PHOTOGRAPH REQUIREMENTS.....	20
APPENDIX G – PROPERTY OWNER CONSENT AND WILLINGNESS TO CONVEY AN EASEMENT.....	21

## **INTRODUCTION**

The Maryland Heritage Areas Authority (“the Authority”) Grant Program is a source of funding designed to assist and encourage the preservation of historical, archeological, natural, and cultural resources and **support economic development through heritage tourism** within heritage areas certified by the Authority. Heritage area grant awards are made from the Maryland Heritage Areas Authority Financing Fund, a non-lapsing, revolving fund into which up to \$3 million is deposited annually. The following is general information about the Heritage Areas Grant Program and instructions for completing the Project Grant application online.

***Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural and natural resources.***

*– National Trust for Historic Preservation*

## **DISCLAIMERS**

Each applicant shall comply with all applicable federal, state, and local laws and departmental policies and programs regarding drug-, alcohol-, and smoke-free work places, disabled access and equal opportunity in employment, housing and credit practices, and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant project.

Please be advised that in accordance with provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:

1. Any personal information (“personal information” means any information about a natural person or his/her immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) requested by the Maryland Heritage Areas Authority (“the Authority”) and supplied by the applicant will be used principally for the Authority’s determination of the feasibility of the application;
2. Failure to accurately and adequately supply requested information may seriously jeopardize the Authority’s approval of the application;
3. The Authority will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
4. Any document supplied to or obtained by the Authority may be a public record generally available for public inspection under the Maryland Public Information Act and COMAR 05.01.02; however, under the Maryland Public Information Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person’s finances may not be disclosed; and,
5. Personal information supplied to the Authority in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

## **ELIGIBLE APPLICANTS**

Eligible applicants include **non-profit organizations and local jurisdictions, as well as state and federal government agencies**. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

## **ELIGIBLE EXPENSES AND ACTIVITIES**

Eligible activities **must** take place within the boundaries of a certified heritage area, and be consistent with the goals, objectives, strategies and actions outlined in the approved Certified Heritage Area Management Plan for the heritage area(s) where the grant will take place.

Priority will be given to activities that address one or more of the specific goals and objectives identified in the approved Certified Heritage Area Management Plan, or in subsequent planning documents created by the Certified Heritage Area, such as a Five Year Plan or Annual Work Plan.

Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment.

### ***Did you know?***

Many Certified Heritage Area Management Plans are available online or from the local Certified Heritage Area management entity (see <http://mht.maryland.gov/heritageareas.shtml>)

**The following types of activities are eligible to receive Project Grant funding in Fiscal Year 2018:**

### **NON-CAPITAL PROJECTS**

May not exceed \$50,000

<b>Planning</b>	<b>Interpretation</b>
<ul style="list-style-type: none"><li>• Feasibility and Planning Studies</li><li>• Design Documents</li><li>• Research</li><li>• Data Recovery</li><li>• Other planning activities that support the Certified Heritage Area</li></ul>	<ul style="list-style-type: none"><li>• Interpretive Exhibits</li><li>• Interpretive Signage</li><li>• Wayfinding Signage – Pedestrian only</li><li>• Interpretive Brochures</li><li>• Educational Programs and Materials</li><li>• Other interpretive activities that support the Certified Heritage Area</li></ul>
<b>Programming</b>	
<i>*Preference is given to new or pilot programs rather than ongoing activities</i>	
<ul style="list-style-type: none"><li>• Seminars</li><li>• Conferences</li><li>• Performances</li></ul>	<ul style="list-style-type: none"><li>• Reenactments</li><li>• Commemorations</li><li>• Festivals</li></ul>

## CAPITAL PROJECTS / TARGETED INVESTMENT PROJECTS

May not exceed \$100,000

**All capital projects must meet the Targeted Investment Project criteria (see below).**

Acquisition*	Development	Rehabilitation	Restoration	Pre-Development
<ul style="list-style-type: none"> <li>• Fee title of real property</li> <li>• Interest other than fee title (i.e. easement) of real property</li> </ul>	<ul style="list-style-type: none"> <li>• Repair or alteration of an existing building, structure, or site**</li> <li>• New Construction for heritage tourism purposes***</li> <li>• Trail Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Returning a property to a state of utility**</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately depicting a property as it appeared at a particular period of time</li> <li>• Removal of features from another time period</li> <li>• Reconstruction of missing features from the restoration period</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and specifications</li> <li>• Fees for architectural design and engineering</li> </ul>

\*Up to 50% of the average of two appraisals of the subject property.

\*\*Should allow for contemporary use while retaining historical, architectural and cultural character of building.

\*\*\*Must have exceptionally significant heritage tourism impact.

### *Did You Know?*

Capital funds can be utilized for heritage tourism projects relating to boats, train cars, trolley cars, wagons and other non-structure resources. The resource must have a lifespan of more than 15 years for the work to qualify as capital expenditures.

### Targeted Investment Projects

All capital grant projects must qualify as a **Targeted Investment Project** by meeting the following criteria:

- Fulfill the **priorities** of the Certified Heritage Area; **AND Leverage** investment and facilitate **economic development**.

In addition, a capital project must meet **at least one** of the following criteria:

- **Overlap** with existing local, State, or Federal area designations;
- Contribute to broad-based initiatives supported by **significant public investment**;
- Be a part of a **concentration of heritage resources**; OR,
- Be a **catalyst** for future investment.

Applicants planning to apply for capital grant funding should review the full Targeted Investment Policy, available at [http://mht.maryland.gov/documents/PDF/MHAA\\_policy\\_TargetedInvestment.pdf](http://mht.maryland.gov/documents/PDF/MHAA_policy_TargetedInvestment.pdf) and discuss their project with their heritage area director and/or the state heritage area staff prior to applying.

### **Special Conditions for Capital Grants**

- The Authority may require conveyance of a perpetual historic preservation easement to the Maryland Historical Trust (“the Trust”) on historic properties assisted with Maryland Heritage Areas Authority capital grant funds. See <http://mht.maryland.gov/easement.shtml> for additional information on historic preservation easements.
- All capital project activities affecting significant historic properties must conform to the Secretary of the Interior’s *Standards for the Treatment of Historic Properties* (see <http://www.nps.gov/tps/standards.htm>).
- All capital project grantees are also subject to review by the Maryland Historical Trust Project Review and Compliance Unit to ensure compliance with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article – see <http://mht.maryland.gov/projectreview.shtml>).

### **INELIGIBLE EXPENSES AND ACTIVITIES**

Project grant funds may **not** be used to pay for the following:

- **overhead expenses** of the project applicant organization;
- **salaries and/or benefits** of permanent or temporary staff of the applicant organization, although salaries of staff may be eligible as cash match for that portion of a staff person’s time dedicated solely to the grant-funded project (generally not to exceed **1/3** of total required project match); or
- **marketing expenses** (marketing expenses are eligible as match).

*Did you know?*  
Grant funds may be used to pay for **consultant services** necessary to accomplish activities funded by the grant.

### **PROJECT SELECTION CRITERIA**

See **Appendix A** for the list of criteria that are considered when applications are reviewed. Please note that the local heritage area also reviews the grants, and may also use local criteria in addition to the Authority criteria.

### **APPLICATION SUBMISSION AND DEADLINES**

The Maryland Heritage Areas Authority has transitioned to an online application process. See <http://mht.maryland.gov/grants.shtml> for the **Quick Start Guide**.

All applicants must submit an Intent to Apply form online no later than **January 27, 2017**. The submission of an Intent to Apply form does not in any way commit the applicant to a full application. It is simply a way for both the Authority and the local heritage area to assess the demand, and work with applicants to craft a strong application. The specifics of your application can change between the Intent to Apply form submission and the full application submission.

Once you have submitted your Intent to Apply form, you will see a link to the Full Application on your “My Account” page ([https://www.grantrequest.com/SID\\_1777/?SA=AM](https://www.grantrequest.com/SID_1777/?SA=AM)).

After working with your local heritage area, you can submit your full application. You may be asked to make changes to your application to make it stronger once the local heritage area has had a chance to review your submission.

**FULL APPLICATIONS MUST BE SUBMITTED BY YOUR HERITAGE AREA’S DEADLINE.**

Contact information for your local heritage area is available in **Appendix C**, along with the local deadlines.

**Multi-Heritage Area Project Grants ONLY:** Projects that will occur within two or more Certified Heritage Areas must submit a draft via email to the heritage areas in which the project will take place by no later than **February 17, 2017**.

**GRANT AMOUNTS AND MATCHING FUND REQUIREMENTS**

Grants for **Non-Capital projects may not exceed \$50,000**. Grants for **Capital projects may not exceed \$100,000**.

All grants must be matched in an amount at least equal to the grant (dollar-for-dollar match). The match must consist of a **cash contribution/match equal to at least 75 PERCENT of the grant amount requested from the Authority. No more than 25 PERCENT of the required match can be in-kind contributions.**

**Ineligible Match:**

- State of Maryland funds or State staff time
- Expenditures made before the award of the grant or after the project completion date
- Expenditures that do not relate to the grant project
- Expenditures that have not been approved either in the grant agreement or an amendment letter

**Examples of Cash Match:**

- Cash expenditures
- Support from a non-state grant or loan fund
- Applicant organization staff salaries (no more than 1/3 of total required match) for work specifically on the project (non-state staff only)

### Examples of In-Kind Match:

- Volunteer time for work on the project (see [http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time) for current value of volunteer time in Maryland)
- Donated professional services (can be valued at their professional rate, but only if working on the project in their professional role (e.g. an architect donating architectural design services))
- Donated materials/supplies
- Discounted Services (the amount that is discounted is in-kind match)

### Documentation of Match

Applicants are strongly encouraged to have all required matching funds in-hand, or firmly committed at the time of application, and **MUST have provided documentation of all required cash match to the Authority by June 15, 2017 in order to be eligible for grant funding.**

Acceptable documentation of match can include:

- Financial or Bank Statement from applicant organization with letter committing those funds
- Letter of commitment from 3<sup>rd</sup>-party donor of money, in-kind services or staff time
- Award letter or grant agreement for a non-state grant that will be used as match
- Approved budget from a non-state governmental agency documenting funds are budgeted for the project

#### *Did you know?*

If the primary source(s) of matching funds will not be in-hand or committed by the deadline, grant applicants may submit documentation of an alternate source of match that can be utilized in the event the primary source of match falls through.

**Questions regarding acceptable match and match documentation should be addressed to Authority staff.**

### Other Project Costs (“Over Match”)

If the total project is expected to cost more than the total grant request and required match combined, those additional costs should be listed on the application budget as Other Project Costs. Review criteria used by the Authority and local Certified Heritage Area management entities take into consideration whether or not a grant project significantly leverages more funds than the required dollar-for-dollar match. **Applicants are not required to provide documentation for Other Project Costs. State funds should not be included.**

### GRANT TERMS AND CONDITIONS

All successful grantees will be required to enter into a grant agreement with the Authority. It is important that you understand these terms and conditions prior to applying for grant funds, because you will need to abide by them if a grant is awarded. See **Exhibit B** for full terms and conditions.



## **GRANT SCHEDULE**

### **Intent to Apply Form –**

- Due no later than **11:59 p.m. on January 27, 2017**

### **Full Application –**

- Final applications must be submitted online no later than **your local heritage area's deadline date** (See **Appendix C**).
  - Note – Multi-Heritage Area projects must submit by **February 17, 2017**.
- Once submitted, you may receive feedback from your local heritage area on ways to improve your application, and will be given the opportunity to make changes.

### **TAC Review and Ranking –**

- Complete applications are reviewed and ranked by the Authority's Technical Advisory Committee.
- The Technical Advisory Committee recommendations are forwarded to the Authority for review and final action at their July meeting.

### **Grant Awards –**

- The Authority takes final action on grant awards on **July 6, 2017**.
- Applicants are notified by email.
- If awarded, the grant period begins **July 6, 2017** and all project-related work can begin.

## **APPLICATION FORMAT**

All applications must be submitted online. All online grant materials are available here: <http://mht.maryland.gov/grants.shtml>. **See the Quick Start Guide on the Trust's grants page for full details on the online submission process.**

Applicants will be required to submit the following supporting documents with their applications:

- A detailed **budget** (See **Appendix D** for sample budget)
- **Resumes of key project personnel** (staff and consultants, if known)
- **Proof of matching funds** (if not available, must be provided no later than **June 15, 2017**)
- **Proof of Nonprofit Status** (if applicable) (see **Appendix E**)
- **Organizational Documents** (if applicable) – Bylaws, Articles of Incorporation, Constitution, Charter (if not previously submitted)
- **Capital Projects ONLY:**
  - **Photographs of any property/structure** (see **Appendix F**)
  - **Property Owner Letter** – Site control and willingness to convey easement (see **Appendix G**)
  - **Map** showing location and boundaries of project
  - **Site Plans / Drawings**
  - **For real property acquisition ONLY – One Appraisal**
- **Letters of Support –**
  - **For Education projects** – A letter documenting the support of your local school district or the Maryland Department of Education is a requirement of grant applications for projects focusing on Pre-K – 12 education projects.

- **For all other projects** - Letters of support for the grant application are strongly encouraged, but are not a required submission. Letters from elected officials, partner organizations and community members help to demonstrate the importance of, need for, and urgency of your project.

## **APPENDIX A - PROJECT SELECTION CRITERIA**

The following criteria will be considered by the Authority and the local heritage area management entity in reviewing grant proposals:

### **CONSISTENCY WITH HERITAGE AREA MANAGEMENT PLAN/FIVE YEAR PLAN/ANNUAL PLAN**

- Is the project consistent with the goals, objectives, strategies, standards, and actions outlined in the applicable Certified Heritage Area Management/Five Year/Annual plan?

### **TARGETED INVESTMENT CRITERIA – CAPITAL PROJECTS ONLY**

- Does the project contribute to fulfilling the priorities in the Certified Heritage Area Management plan, five-year plan and/or annual work plan; and
- Does the project leverage private or public investment in heritage tourism resources and facilitate economic development?
  - If not, the project is not eligible.
- Does the project meet one of the four additional criteria?
  - Overlaps with designated local, State or Federal areas;
  - Contributes to broad-based regional, state or federal initiative or activities supported by significant public investment;
  - Includes one or more key resources that are part of a larger concentration of related resources; or
  - Has a high potential to serve as a catalyst for additional investment in the next 10 years.
    - If not, the project is not eligible.

### **LOCAL HERITAGE AREA MANAGEMENT ENTITY RANKING**

#### **SIGNIFICANCE AND NEED**

- Does the project have clear heritage tourism value (e.g. visitor resources will be created or substantially improved, products will encourage visitation)?
- Will the project significantly contribute to fulfilling the goals of the Maryland Heritage Areas Program?
- Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity?
- What are the drawbacks of delaying the project, e.g. will likely lead to loss of funds, critical personnel only available within short timeframe, or the event is tied to an anniversary date?

#### **PROJECT DESIGN**

- Are project objectives and the methods to accomplish those objectives clearly stated?
- Is the proposed timeline realistic?
- Is the project ready to proceed?
- Can the objectives realistically be accomplished in the time period?
- Does the budget contain the necessary expenditures to accomplish the tasks outlined?
- Are the costs outlined in the project budget reasonable and customary given the goals of the project and for the services or products being obtained?

- Are the costs in the budget broken down in detail (e.g. rate X hours, # of items x cost per item)? **THE BUDGET SHOULD NOT BE A SINGLE LINE ITEM.**
- Are all items in the budget clearly related to the products, activities and work described in the Scope of Work?
- Is the match firm and clearly documented or is some or the entire required match not in hand?
- Does the project or its products significantly leverage local and/or private investment; is significantly more match leveraged than the required (required = dollar-for-dollar @ 75% cash, max.25% in-kind)?

#### **PROJECT MANAGEMENT**

- Are project personnel (if known) appropriately qualified?
- If known, has the applicant received previous Maryland Heritage Areas Authority or other grants that demonstrate good administrative capability (e.g. completes project on schedule, submits required progress reports on time, and maintains good financial records & control)?
- Does the applicant have other open Maryland Heritage Areas Authority grants from previous fiscal years? Have previous grants required repeated extensions due to circumstances within the applicant's control?

#### **DELIVERABLES AND IMPACT**

- Is it clear what the products/results of the project will be?
- What is the lifespan of the outcomes of the proposed project, and have all ongoing costs and maintenance been accounted for?
- Do the proposed activities increase the protection and enhancement of sites, structures, objects districts or landscapes which are deemed to be of historic, archaeological, cultural, natural or architectural significance?

#### **PUBLIC BENEFIT**

- Does the project provide significant public benefit?
- If applicable, is the project site visitor-ready?
- Has the applicant considered provisions for physical or programmatic access for individuals with disabilities?
- Will the project be adequately marketed? Is the Destination Marketing Organization involved in the project?

## APPENDIX B - GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the Authority, which generally contains the following standard terms and conditions:

- Grant Term - All grant funds generally must be expended within no more than 24 months of the date the grant agreement is signed by all parties, unless the Grantor agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to the Grantor during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). The Grantee may also be required to submit supporting financial documentation with progress and final reports identifying project costs incurred to date.
- Grant Disbursements – Grant funds shall generally be disbursed in no more than three payments, or as specified in the Grant Agreement. Disbursement requests shall identify all costs incurred to date and include documentation of the expenditures and payments. The Grantee may also be required by the Grantor to submit vendor price quotes, bids, cost estimates, or other supporting financial documentation for anticipated future project costs. Final disbursement of grant funds will not be made until the project is completed and all reports and documentation of project expenditures specified in the grant agreement, including copies of invoices documenting actual expenditures and proof of invoice payment, have been submitted to and accepted by the Authority.
- Procurement Procedures - Grant recipients are expected to ensure that costs for goods and services obtained to carry out the project are reasonable and customary for the type of work performed and materials procured.
  - 1) **Government agencies:** Government grant recipients shall follow their normal procurement procedures, and must be able to document that applicable procurement procedures were followed, if requested by the Grantor.
  - 2) **Non-profits:** Non-profit grant recipients shall utilize a procurement process that allows them to obtain project goods and services at reasonable and customary prices, and if requested by the Grantor, must be able to document that expenditures are reasonable and customary.
    - a) Procurements greater than \$500 and less than \$10,000: Grant recipients are strongly encouraged to obtain written bids from two or more vendors for any goods and services for which costs are expected to be **greater than \$500 but not more than \$10,000**.
    - b) Procurements greater than \$10,000: If costs for any goods or services are expected to **exceed \$10,000** written bids from at least 3 vendors must be obtained. Grant recipients must be able to provide documentation that at least 3 written bids were obtained, if requested by the Grantor
  - 3) When bids are obtained, grant recipients are not required to select the lowest bid, but must be able to provide documentation on why a vendor other than the low bidder was selected and what criteria other than the most favorable bid price were considered.
  - 4) Sole-source procurement of goods and services should not be utilized unless there is a demonstrable and justifiable need and it can be demonstrated that competitive procurement is impractical because only one product or service vendor can meet specific project requirements. As with all procurements, expenditures must be

reasonable and customary for the type of goods and services being obtained. If requested by the Grantor, grant recipients must be able to document project requirements that justified the sole source procurement and that expenditures are reasonable and customary for the goods and services obtained.

- Nondiscrimination - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- Acknowledgment - Grant recipients are required to provide appropriate acknowledgment of the Authority assistance for all projects in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity.
- Compliance Review - Recipients of funds for all capital projects (except those on which an easement has, or will be conveyed), and those non-capital projects that involve outdoor signage installation, archaeology or other ground disturbance will be subject to review by the Trust Project Review and Compliance Unit in compliance with *Sections 5A-325 and 5A-326 of the State Finance and Procurement Article* – see <http://mht.maryland.gov/projectreview.shtml>). Recipients shall obtain Maryland Historical Trust review of their preliminary concept plan or fifty percent design plan for the project to assess the project’s effects on historical and archeological resources, and may be required as a condition of the Maryland Heritage Areas Authority grant award to revise their plans as needed, based on the Trust’s comments, in order to ensure that the project avoids any adverse effects on significant historic and archeological properties.
- Compliance with Applicable Laws – Recipients of funds are responsible for complying with all federal, state, and local laws applicable to the project. This responsibility includes, but is not limited to, compliance with local zoning, building and public safety codes, review by local historic preservation commissions, and federal and state licensing, permitting and environmental requirements.

#### **CAPITAL PROJECT GRANT TERMS AND CONDITIONS**

In addition to the grant terms and conditions noted above, applicants seeking funds for capital projects may be required to meet the following additional terms and conditions:

- Insurance Requirement - Recipients of funds for certain capital projects may be required to insure the assisted property against loss or damage by fire and such other hazards, casualties, and contingencies as may be required from time to time by the Authority, in amounts satisfactory to the Authority but in any event not less than the total of the Grant and the outstanding principal balance under all mortgages on the Property. Comprehensive general liability insurance may also be required to be maintained on the Property including the improvements on the Property covered by the Easement, in amounts satisfactory to the Authority. Recipients of funds shall also cause to be attached to each policy a clause that the insurer shall endeavor not to cancel the policy except upon 30 days prior written notice to the Trust, and shall direct the insurer to name the Authority as additional insured and loss payee, but without obligation on the part of Grantor to make premium payments. Insurance coverage shall be in place for

the duration of all work funded by or included in the project. If the Grantee is a government entity, insurance requirements may be satisfied through evidence of self-insurance acceptable to the Authority.

- Perpetual Preservation Easement – A perpetual preservation easement **may** be required to be conveyed to the Maryland Historical Trust on historic properties assisted with Maryland Heritage Areas Authority funds. If an easement is already held on the assisted property, that easement may require modification. Generally, the easement must be executed between the property owner and the Trust before the Authority funds are released. At its discretion, the Authority may release a portion of the grant funds, but **in no case will all grant funds be released prior to execution of an easement**. The easement must be in form and substance acceptable to the Trust. 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 as the Trust determines appropriate. An easement is a binding legal document that is recorded in the local land records. It affects the entire area under easement. It usually protects historic buildings, structures, and associated archeological resources, and confers approval authority on the Trust in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements must be maintained in good condition. Trust staff is available to offer technical preservation expertise to easement property owners on an as-needed basis. A sample easement is available for applicant’s review by contacting the Trust’s Office of Preservation Services (OPS) at 410-514-7632. OPS staff can answer questions an applicant or owner may have concerning the easement requirement.
- Title Certificate – If conveyance of an easement is a condition of the Authority grant award, recipients of funds for capital projects will be required to provide an attorney’s Certificate of Title acceptable to the Maryland Historical Trust, certifying the owner’s title to the real property on which the improvements are located, if conveyance of an easement is a condition of the Authority grant award. In addition, an update of the Certificate or commitment will be due after the recordation of the preservation easement, but prior to the disbursement of funds. The Certificate may contain only exceptions and encumbrances approved by the Trust.
- Property Owner Consent and Site Control - Grantee must demonstrate that they have legal right to carry out the project.
- Site Plan and Legal Description of Property – If conveyance of an easement is a condition of the Authority grant award, recipients of funds for capital projects will be required to provide a legal description of the property and a site plan that locates any structures with metes and bounds identified on the site plan.
- Minority Business Enterprise Requirement - Grantees receiving \$90,000 or more in grant funds must make a best effort to achieve a Minority Business Enterprise participation goal, prepare a Minority Business Enterprise participation plan, and report on MBE participation efforts as part of the reporting process.
- Secretary of the Interior’s Standards – All work performed as a part of the grant project must be consistent with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties* (<http://www.nps.gov/tps/standards.htm>).

## **APPENDIX C – HERITAGE AREA MANAGEMENT ENTITY CONTACT INFORMATION**

### **Anacostia Trails Heritage Area**

(Prince George's)

Mr. Aaron Marcavitch, Executive Director

Tel.: 301-887-0777

[aaron@anacostiatrails.org](mailto:aaron@anacostiatrails.org)

[www.anacostiatrails.org](http://www.anacostiatrails.org)

**Deadline: March 13, 2017**

### **Annapolis, London Town, and South County Heritage Area (Four Rivers Heritage Area)**

(Anne Arundel)

Dr. Carol Benson, Executive Director

Tel.: 410-222-1805

[Heritage\\_Area@aacounty.org](mailto:Heritage_Area@aacounty.org)

[www.fourriversheritage.org](http://www.fourriversheritage.org)

**Deadline: March 1, 2017**

### **Baltimore National Heritage Area**

(Baltimore City)

Mr. Jeffrey P. Buchheit, Director

Tel.: 410-878-6411

[jbuchheit@baltimoreheritagearea.org](mailto:jbuchheit@baltimoreheritagearea.org)

[www.explorebaltimore.org](http://www.explorebaltimore.org)

**Deadline: March 1, 2017**

### **Canal Place Heritage Area**

(Allegany)

Ms. Deidra L. Ritchie, Executive Director

Tel.: 301-724-3655 or 800-989-9394

[deidra.ritchie@maryland.gov](mailto:deidra.ritchie@maryland.gov)

[www.canalplace.org](http://www.canalplace.org)

**Deadline: March 14, 2017**

### **Heart of Chesapeake Country Heritage Area**

(Dorchester)

Ms. Amanda Fenstermaker, Tourism Director

Tel.: 410-228-1000 or 800-522-TOUR

[amanda@tourdorchester.org](mailto:amanda@tourdorchester.org)

[www.visitdorchester.org](http://www.visitdorchester.org)

**Deadline: March 2, 2017**

### **Heart of the Civil War Heritage Area**

(Carroll, Frederick, Washington)

Ms. Elizabeth Scott Shatto, Director

Tel.: 301-644-4042

[lshatto@fredco-md.net](mailto:lshatto@fredco-md.net)

[www.heartofthecivilwar.org](http://www.heartofthecivilwar.org)

**Optional Draft Deadline: February 10, 2017**

**Deadline: March 2, 2017**

### **Lower Eastern Shore Heritage Area**

(Somerset, Wicomico, Worcester)

Ms. Lisa Ludwig, Executive Director

Tel.: 410-677-4706

[Ludwig@lowershoreheritage.org](mailto:Ludwig@lowershoreheritage.org)

[www.lowershoreheritage.org](http://www.lowershoreheritage.org)

**Deadline: March 6, 2017**

### **Lower Susquehanna Heritage Greenway Heritage Area**

(Harford and Cecil)

Ms. Mary Ann Lisanti, Executive Director

Tel.: 410-457-2482

[grants@upperbaytrails.com](mailto:grants@upperbaytrails.com)

[www.hitourtrails.com](http://www.hitourtrails.com)

**Deadline: February 24, 2017**

### **Montgomery County Heritage Area**

(Montgomery)

Ms. Sarah Rogers, Executive Director

Tel.: 301-515-0753

Fax : 301-515-0193

[director@heritagemontgomery.org](mailto:director@heritagemontgomery.org)

[www.heritagemontgomery.org](http://www.heritagemontgomery.org)

**Deadline: March 15, 2017**

### **Mountain Maryland Heritage Area**

(Garrett)

Jen Durben, Heritage Area Director

Tel.: 301-387-5238

[jen@garrettchamber.com](mailto:jen@garrettchamber.com)

[www.garrettheritage.com](http://www.garrettheritage.com)

**Deadline: March 7, 2017**

### **Patapsco Valley Heritage Area**

(Baltimore and Howard)

Ms. Mary Catherine Cochran, Executive Director

Tel.: 410-615-0425

[mccphg@gmail.com](mailto:mccphg@gmail.com)

[www.patapscoheritagegreenway.org](http://www.patapscoheritagegreenway.org)

**Deadline: March 1, 2017**

### **Southern Maryland Heritage Area**

(Calvert, Charles, St. Mary's)

Ms. Lucille Walker, Executive Director

Tel.: 301-274-4083

[walker@tccsmd.org](mailto:walker@tccsmd.org)

[www.DestinationSouthernMaryland.com](http://www.DestinationSouthernMaryland.com)

**Deadline: March 7, 2017**

### **Stories of the Chesapeake Heritage Area**

(Caroline, Kent, Queen Anne's, Talbot)

Ms. Gail Owings

Tel.: 410-778-1460

[info@storiesofthechesapeake.org](mailto:info@storiesofthechesapeake.org)

[www.storiesofthechesapeake.org](http://www.storiesofthechesapeake.org)

**Deadline: March 3, 2017**



## APPENDIX D – SAMPLE BUDGET

Use the budget detail sheet to prepare a realistic project budget. **The budget MUST address project components mentioned in the Summary Scope of Work and Project Timetable.** The following sample budget for a non-capital project is provided to illustrate both the process and format grant project budgets must follow.

**1. Calculate the total cash needs of the project:**

Exhibit Design Consultant (\$110 / 200 hours)	\$22,000
Exhibit Fabrication and Installation Contractor (\$35/2,000 sq. ft.)	\$70,000
Brochure printing (20,000 brochures, \$.25 each)	<u>\$ 5,000</u>
<b>TOTAL CASH NEEDS:</b>	<b>\$97,000</b>

**2. Calculate the available in-kind match:**

Advisory Committee – 50 hours x 10 people x \$23.05/hour	\$11,525
Donated Exhibit construction materials (carpet, lumber, lighting)	\$ 7,000
Audio Visual equipment	\$ 4,525
Brochure Design – Flat Fee (donated)	<u>\$ 5,500</u>
<b>TOTAL IN-KIND CONTRIBUTION:</b>	<b>\$28,550</b>

**3. Add the total cash needs and available in-kind match together to find the total project cost:**

**Total Project Cost:   \$97,000 + \$28,550 =   \$125,550**

---

Grant Funds Available -	\$50,000
75% Require Cash Required Match -	\$37,500
25% Allowed In-Kind Match -	<u>\$12,500</u>
<b>Total Grant Funds &amp; Require Match -</b>	<b>\$100,000</b>

**Total Other Project Costs (Over Match)   \$ 25,550**

**Total Project Cost:   \$100,000 + \$25,550 =   \$125,550**

**4. Once a workable budget structure has been prepared, enter the line items on the budget spreadsheet:**

Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are cash or in-kind contributions. Rates of pay or similar cost breakdowns **MUST** be included in each line item. Attach any estimates you have obtained to support your budget.

**DO NOT SUBMIT A BUDGET WITH ONLY ONE LINE ITEM. YOU MUST PROVIDE A BREAKDOWN. IF YOU ARE WORKING WITH A CONTRACTOR AND THEY GIVE YOU A LUMP SUM, YOU MUST HAVE THEM BREAK IT DOWN.**

*\*See next page for Sample Budget\**

# SAMPLE Budget

## Anytown Historical Society - Exhibit Project

Work Item (Description)	Grant Funds Requested	Applicant Proposed Match		Other Project Costs	Total Project Cost
		Applicant Proposed Cash Match	Applicant Proposed In-Kind Match		
<b>CONTRACTORS</b>					
Exhibit Design Contractor (200 hours x \$110)	\$22,000				\$22,000
Exhibit Fabrication Contractor and Installation (\$35/2,000 sq. ft)	\$23,000	\$37,500		\$9,500	\$70,000
<b>BROCHURE</b>					
Brochure Design (Flat Fee – donated)			\$5,500		\$5,500
Brochure Printing (20,000 copies x \$.25)	\$5,000				\$5,000
<b>DONATED MATERIALS &amp; EQUIPMENT</b>					
Donated Exhibit construction materials (carpet \$2,000; lumber \$4,000; lighting \$1,000)			\$7,000		\$7,000
Audio Visual equip. (Televisions (2 x \$1,250 = \$2,500); sound system \$2,025)				\$4,525	\$4,525
<b>VOLUNTEER SUPPORT</b> (50 hours x 10 volunteers x \$23.05)				\$11,525	\$11,525
<b>TOTALS</b>	<b>\$50,000</b>	<b>\$37,500</b>	<b>\$12,500</b>	<b>\$25,550</b>	<b>\$125,550</b>
		<b>Total Match</b>	<b>\$50,000</b>		

## APPENDIX E – PROOF OF NON-PROFIT STATUS

### **Proof of nonprofit status (if applicable):**

If the Applicant is a non-profit organization, proof of non-profit status must be submitted. This should include:

- Articles of Incorporation\*
- By-laws\*
- Internal Revenue Service 501(c)3 approval letter (if applicable)

\*Some organizations may have a constitution or charter instead.

**Note:** If the applicant has previously uploaded these documents using the online grant system, unless there are changes, the documents do not need to be uploaded again.

If a grant is awarded, nonprofit organizations will be required to submit a Corporate Resolution form that includes the signatures of all authorized signatories for the organization. This form must be completed before the grant funds can be disbursed.

## **APPENDIX F – PHOTOGRAPH REQUIREMENTS**

Capital projects must submit at least **ten (10) color photographs** which depict assorted overall views of the property/structure.

- Existing Structures -
  - Important interior elements
  - Important exterior elements
  - Areas of deterioration
  - Images that show the entire structure
  - Images that show the surroundings of the structure
- Land Acquisition/New Construction Projects –
  - Images that show the proposed location
  - Images that show the surrounding area
- **Provide a written description of each photograph**
- **Digital photographs should be uploaded:**
  - **TIFF** or high resolution **JPEG** formats
  - Name each file with property name and descriptor
    - Good = *BrownHouseFaçade1.tif*
    - Bad = *PIC001.tif*
  - Submit a Word® readable text file listing the images
    - File Name
    - Name of structure or project
    - Name of photographer
    - Date Taken
    - Brief Description
      - Brown House façade 1.tif – Brown House by John Smith, 12/3/16, Front façade of the Brown House showing decay of window sashes

## **APPENDIX G – PROPERTY OWNER CONSENT AND WILLINGNESS TO CONVEY AN EASEMENT**

- Using the sample text provided on the following page, attach a letter indicating the willingness of the property owner(s) to support the project and, if required, to convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement or a preservation agreement on the project property, if required.
- **Owner commitment to a perpetual preservation easement or preservation/maintenance agreement, if required by the Authority, is required for the project to be eligible for a Grant. Failure to submit the required letter containing the specified language may result in your application being ineligible for funding.**
- If a project is selected for funding, the Trust will determine whether an easement or preservation agreement is required and will inform the grantee of the requirement. The easement / agreement is executed between the owner of the property and the Trust and must be completed before the final disbursement of funds is released.
- A perpetual preservation easement is a binding legal document that is recorded in the local land records for a particular property. It covers not just the buildings on that property, but the entire area of land that is included within the easement boundaries (this could include parking areas, gardens, etc.). The easement generally covers both the interior and exterior of all buildings on the property. The easement protects historic buildings, structures, associated archeological resources and viewsheds, and it confers approval authority to the Trust for any changes to the property.
- The easement imposes obligations upon the owner and a legal encumbrance/ lien upon the easement property. Once the easement is in place, the owner (and all subsequent owners, in perpetuity) must submit to the Trust for review and approval all proposed changes that go beyond routine or general maintenance. The easement also requires that land and improvements covered by an easement be maintained in good condition.
- A preservation agreement carries the same terms and obligations as an easement but applies only to properties which are not real property (i.e. ships). Since the subject property is not real property, the preservation agreement cannot be recorded in land records.
- Approximately 800 historic properties in Maryland are protected by easements or preservation agreements held by the Trust. The staff of the Trust is available to owners of easement properties to offer technical preservation expertise in the maintenance and upkeep of these historic resources.
- If the Trust already holds an easement on the property, you must still attach a letter confirming willingness to execute a modification to the existing deed of easement if one is necessary, as required by the Trust.
- Additional information about the Trust's easements may be found here: <http://mht.maryland.gov/easement.shtml>

**Johnnys town Historical Society**

**P.O. Box 1**

**Johnnys town, MD 00000**

**March 1, 2017**

**Jennifer Ruffner  
Maryland Heritage Areas Program  
Maryland Historical Trust  
100 Community Place  
Crowns ville MD 21032**

**Dear Ms. Ruffner,**

[The following paragraph **MUST** be included in the owner's correspondence:]

**As the owner(s) of the property for which a Maryland Heritage Areas Program Grant is being sought, I/we confirm my/our willingness to support the project and, if required, convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement on the property or enter into a preservation/maintenance agreement. I/we understand that my/our confirmation is a requirement of the Grant application and that the perpetual preservation easement or preservation/maintenance agreement imposes a financial obligation upon the property owner(s) and a legal encumbrance upon the easement property.**

[The letter must also identify all less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property. Your letter **MUST** include **ONE** of the two paragraphs below:]

**I/we hereby confirm that there are no less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property.**

OR

**I/we hereby confirm the following less-than-fee simple interests in the property:**

- 1. Loan from Bank of Johnnys town, \$5,000**
- 2. Lease agreement with Johnnys town Toy Museum**

[The letter must be signed by the property owner or an authorized officer of the property owner organization.]

**Sincerely,**

**Johnny Q. Johns  
President, Board of Trustees  
Johnnys town Historical Society**