

Maryland Heritage Areas Authority Emergency Grants Policy  
Approved January 19, 2012, Revised April 3, 2017

**Eligibility Requirements**

The Maryland Heritage Areas Authority (MHAA) will consider applications by local jurisdictions and non-profit organizations for grant funds outside of a regularly scheduled grant round to help meet unanticipated or emergency needs that arise because of unpredictable or unforeseen situations that necessitate an immediate need for heritage tourism development activities, **or** to assist activities that provide a special opportunity to engage in heritage tourism development activities within a narrow time frame.

Grant applications must demonstrate that the need for the activity was unanticipated at the time of the previous application round, explain the reasons why the activity cannot wait until the next grant round; **or**, show that a situation has occurred since the last grant round which necessitates an immediate need for heritage tourism development activities.

**Application Requirements**

Applicants must complete and submit the applicable current MHAA Grant Application form and all required additional supporting information specified in the application instructions or requested by MHAA.

**Evaluation of Applications**

Evaluations of applications by a Certified Heritage Area management entity (CHA) and MHAA shall take into consideration the following:

- the eligibility requirements contained in this Emergency Grant Policy;
- the “Project Selection Criteria” included in the current, applicable MHAA grant application instructions; and,
- the unanticipated, emergency, or urgent nature of the activity.
- Where the emergency application would rank when compared to the rankings of all applications submitted in the previous regularly scheduled grant round.

In accordance with regulations for the Maryland Heritage Areas Grant Program (COMAR 14.29.02.04), CHA management entities shall evaluate emergency grant applications as follows:

1. Applications from local jurisdictions will be evaluated by the CHA management entity which shall within 30 days of receipt of the application forward its written comments signed by the CHA Director to MHAA. If the CHA management entity fails to forward comments to MHAA within 30 days of receipt of the application, MHAA may complete its evaluation of the application and determine whether to approve, approve with conditions, or disapprove the application.
2. Applications from non-profit organizations will be evaluated within 30 days of receipt of the application by the CHA management entity which must authorize submission of the

application to MHAA. Determinations by the CHA management entity regarding whether to authorize submission of an application to MHAA shall be based on the activity's compliance with the eligibility requirements of this policy, the "Project Selection Criteria" included in the current, applicable MHAA grant application instructions, and an evaluation of the unanticipated, emergency, or urgent nature of the activity.