FY 2023 HP Capital Grant Application

Instructions

FY2023 HISTORIC PRESERVATION CAPITAL GRANT PROGRAM APPLICATION

Application Deadline (online submission only):
11:59 pm on Wednesday, March 15, 2023

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:

- 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.
- 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.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on Wednesday, March 15, 2023.** Please note that all questions with a red asterisk (*) require answers. You will not be allowed to submit your application without 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. Hard copies of the application are not accepted.
- Funding award announcements for this application round should be available by June of 2023.
- Please review the **grant guidelines** before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, match requirements, eligible costs, eligible applicants, conveying an easement, project timeline(s), and more.

Notes on completing the online application:

- Please provide concise and succinct answers to the application questions. Word counts for each question vary but are generally either 250 or 500 words or less. Save your answers frequently. We recommend typing up your answers in a Word document and then copying and pasting to the 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 check 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 current or historic name, you can use the physical address.

Other Property Name(s), if any
If the property had other names historically, indicate those names here.

Project Description

Construction Project

In this section you will describe your construction project. Please only describe construction or acquisition activities - you will have an opportunity to describe the history of 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. Do NOT include information about site history, use of site, or project urgency in this answer. 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.

Project Urgency
Why is the proposed grant project an urgent priority now? What will happen if this project does not proceed at this time?

Key Steps and Timeline
Provide an outline/sequence with approximate dates 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

- **A list of eligible and ineligible costs can be found in Exhibit 3 of the Grant Guidelines.**
- **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.**
- **Complete a detailed budget using the Excel spreadsheet, which you can download and complete by clicking HERE.**

Detailed Project Budget
Using the line items from your "Grant Project Scope of Work" answer on the previous application tab ("Project Description"), 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 is $100,000.
The suggested minimum is $10,000.
The requested amount should be in even increments of $1,000.

Matching Funds

Non-profit organizations, including state and federal agencies, should leave the "Matching Funds" 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 Grant Guidelines for additional information about match.

Proposed Match Amount
What is the total dollar amount of your cash and in-kind match?

Identify the source(s) of any committed match in any combination of cash and in-kind sources.
This is ONLY match 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 or in-kind match here. See Grant Guidelines for acceptable documentation.

Other Project Funds

Other Project Funds (non-state sources)
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.

Describe efforts to identify other sources of funding for this project.
Describe any other state funds already committed to this project. Describe costs for this 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 other funding options.

Public Benefit

Public Benefit

Property Use
What is the current use of the building? If the use will change, what will the new use be? If the property is currently vacant or inaccessible to the public, will the grant project result in the property entering public use? See the info box for an example.

What is the benefit of the property and/or project to the public, especially to the local community?

Public Education
Describe how your site educates the public about one or more aspects of Maryland's historical and/or cultural heritage.

Interpretation
What is the interpretive focus of your property? We are particularly interested in supporting sites that share the stories of under-told narratives about Maryland's past. Some examples include the history and cultural traditions of African Americans, Native Americans, Asian Americans, Latinos, immigrants, women, LGBTQ communities, or people with disabilities.

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

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.

Impact

Impact

How will this project help your organization to fulfill its mission and/or lead to other projects?
Other projects are not limited to capital projects and can include programming, interpretation,

operations, etc.

Describe how this project will engage with or stimulate other activities, programs, projects, or partnerships throughout the community. Does it have the potential to be a model for other projects? Does the project utilize methods or techniques that are unique and innovative?
Include if your site supports community groups, if your organization has formed unique partnerships or provides other opportunities to the community.

Significance

Significance

Historical and Cultural Significance of the Property
Briefly discuss the property's historical, cultural, archaeological, and/or architectural significance.

Community Significance
In some cases a property has a very different meaning to today's community than it did in the past or when it was originally built. Briefly describe the meaning of the property to the local community today.

How is the stewardship of this property integral to your organization's mission?

Property Information

Property Information

Address of Project Property
Include the physical street address, city, and zip code of the property. Only one address/parcel per application; if your project involves more than one address/parcel, contact MHT staff before applying.

In which county is the project located?

Property Street Map (optional)
If Google Maps does not pull up your property correctly based on the street address, please upload a street map marked with the location of the grant project property, and showing nearby street names.

Property Site Map (optional)
If your property consists of multiple buildings, please upload a site map marking the building(s) that will be part of the grant project.

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.

Property Owner Information

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. Include the letter even if the property has already conveyed a preservation easement to MHT. Failure to submit the required letter using the required language will result in your application being ineligible for funding. A letter template, which includes additional instructions and information about MHT easements, can be found for upload HERE.

Photographs of the Property

- Submit 10 or more photographs of the project property. Please do not submit JPEG or TIFF files.
- Photographs should include overall images of all sides of the exterior of the building, general interior images as applicable to the project, and detailed images as applicable to your scope of work.
- If your property has multiple structures, include at least one photo of each structure or (if there are too many structures) a few general photos of the site.
- The best way to submit photos is to create a Word document and paste the photos into it and either submit this or convert this to a PDF and submit that.

Upload Document of Photographs

Project Management

Project Management & Administrative Capability

Describe your organization's administrative and financial experience, ability to manage the property, and to manage a grant of this type.
Describe your organization's experience with managing grants and with construction projects. Describe the ability of your organization and/or the property owner to administer the property or

project into the future. Identify any <u>key</u> individuals within the **applicant** organization who will be involved in the implementation of this project and briefly explain their relevant experience.

Consultants and Partners

Identify any <u>key</u> individuals OUTSIDE of the applicant organization who were consulted for professional advice 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). If available, you may attach estimates below.

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.

Estimate (optional)

Estimate (optional)

Estimate (optional)

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 applicants such as individuals and private owners that do not have an EIN or other tax identifier, enter N/A. DO NOT ENTER A 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 to each upload box below. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

Organizational Document

Organizational Document

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) in the next question. Do not list the same person twice.

Prefix   **First Name**
- Select One -

     Last Name

Title

Contact Address

City   **State**
       - Select One -

     Zip Code

Contact Phone

     Extension

E-mail

Only complete this section if you utilized a grant writer who has not already been listed elsewhere in the application.

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.

Prefix   **First Name**
<None>

     Last Name

Title

Address

City   **State**
       <None>

     Zip Code

Phone

E-mail

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

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.