



Maryland Historical Trust

MARYLAND HISTORICAL TRUST

FISCAL YEAR 2021

HISTORIC PRESERVATION NON-CAPITAL GRANT PROGRAM

GRANT GUIDELINES AND MANUAL

DEADLINE

July 17, 2020 – Intent to Apply Due

August 28, 2020 – Completed Application Due

FOR GRANTS UP TO \$75,000

Maryland Department of Planning

Robert S. McCord, Secretary

Sandy Schrader, Deputy Secretary

planning.maryland.gov
mht.maryland.gov

Maryland Historical Trust

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**FISCAL YEAR 2021 MARYLAND HISTORICAL TRUST GRANT FUND
HISTORIC PRESERVATION GRANT
APPLICATION AND INSTRUCTIONS**

INTENT TO APPLY DEADLINE: July 17, 2020
FULL APPLICATION DEADLINE: August 28, 2020

The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation, and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.

The Maryland Historical Trust is an agency of the Maryland Department of Planning (MDP). The Maryland Department of Planning promotes growth that fosters vibrant, livable communities, preserves and protects the environment, and makes efficient use of State resources.

Table of Contents

INTRODUCTION.....	2
ELIGIBLE APPLICANTS.....	3
ELIGIBLE PROJECTS AND ACTIVITIES	3
FY 2021 FUNDING PRIORITIES	4
PROGRAM REQUIREMENTS.....	5
ELIGIBLE COSTS	5
INELIGIBLE EXPENSES AND ACTIVITIES	6
PROJECT SELECTION CRITERIA	6
GRANT AMOUNTS AND MATCHING REQUIREMENTS	6
GRANT PROGRAM SCHEDULE	7
IMPORTANT APPLICATION INFORMATION	8
APPLICATION ASSISTANCE.....	8
GRANT TERMS AND CONDITIONS.....	8
POLICIES.....	9
AMENDMENTS AND EXTENSIONS	
FINANCIAL DOCUMENTATION	
APPENDIX A – PROJECT SELECTION CRITERIA	11
APPENDIX B – GRANT TERMS AND CONDITIONS, ADDITIONAL INFORMATION.....	13
APPENDIX C – PROJECT BUDGET	15
APPENDIX D – PROJECT FOCUS	18
APPENDIX E – PROOF OF NONPROFIT STATUS	19

INTRODUCTION

The Maryland Historical Trust (MHT) Historic Preservation Grant Fund is a source of funding to assist and encourage efforts to study, acquire, and preserve historic properties and to support the upgrade, care, research, interpretation, documentation, and display of Maryland's historical and cultural museums and collections. For FY 2021, funding totaling \$300,000 has been distributed from the Maryland Heritage Areas Authority Financing Fund to the Maryland Historical Trust to be awarded as Historic Preservation Non-Capital Grants.

Non-Capital Grants are available to nonprofit organizations and local governments for research, survey, planning, and educational activities involving architectural, archaeological, or cultural resources. Eligible activities may include the development of preservation plans; architectural, archaeological, or cultural resource surveys; educational outreach programs; and National Register nominations. Eligible projects should seek to preserve the tangible remains of Maryland's past in a manner that is consistent with MHT's standards and guidelines. Please contact Karen Golder at 410-697-9550 or Karen.golder@maryland.gov for more information.

The MHT Historic Preservation Capital Grant Program, for projects including acquisition, rehabilitation, or restoration of historic properties will award grants for its 2021 grant round in May 2021.

Application materials for MHT grants may be downloaded from the MHT website at: https://mht.maryland.gov/grants_noncap.shtml. The following is general information about the Historic Preservation Non-Capital Grant Program and instructions for completing the project grant application online.

ELIGIBLE APPLICANTS

Nonprofit organizations and local jurisdictions are eligible to apply for MHT Non-Capital Grant funding. Nonprofit 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 under the grant program. Organization status information can be obtained by contacting the State Department of Assessments and Taxation (SDAT) at 301 W. Preston Street, Baltimore, MD 21201, 410-767-1184, or through its website at dat.state.md.us.

ELIGIBLE PROJECTS AND ACTIVITIES

Non-Capital Grants are available for research, survey, documentation, conservation, planning, and educational activities involving historic, architectural, archaeological, or cultural resources (i.e., the tangible remains of Maryland's past). ***It is strongly recommended that you contact MHT staff to discuss your project prior to submission of an application.*** Activities most commonly supported by Non-Capital Grant funds include:

- ◆ Identifying, documenting, and evaluating standing structures through broad-based comprehensive surveys completed by qualified professionals to MHT's *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (2019);
- ◆ Conducting broad-based, comprehensive archaeological investigations to identify, evaluate, and/or document the full range of prehistoric and/or historic archaeological resources in a defined region of the State;
- ◆ Researching, documenting, and evaluating individual historic and archaeological sites that are listed or eligible for listing on the National Register of Historic Places (e.g., historic structure reports and Historic American Buildings Survey (HABS) documentation);
- ◆ Documenting oral traditions and cultural heritage in historic communities and traditional occupations as they may relate to historic places, especially in underserved communities (the curation of objects or collections is not an eligible activity);
- ◆ Preparing nominations to the National Register of Historic Places for historic districts or thematic groups of historic and cultural resources, or for highly significant individual properties;
- ◆ Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archaeological, or cultural resources;
- ◆ Enhancing existing, systematically assembled (through excavation or survey) archaeological collections from Maryland;
- ◆ Undertaking regional, thematic, or interdisciplinary projects to locate, identify, evaluate, and prioritize heritage resources to aid in planning for the protection of these resources during Federal or State emergency response actions;
- ◆ Developing preservation elements for local comprehensive growth management plans;
- ◆ Developing design guidelines for historic districts and preservation commissions in communities that have historic area zoning ordinances consistent with the Annotated Code of Maryland, Article 66B, Section 8;
- ◆ Producing heritage education materials directly related to architectural, archaeological, or cultural resources, ranging from publications to multimedia presentations;
- ◆ Conducting programs specifically designed to engage the public in Maryland archaeology, historic preservation, and cultural conservation;

- ◆ Preparing publications for a scholarly or general audience summarizing the current state of knowledge of Maryland’s architectural, archaeological, and cultural history at the statewide and regional level based on research and documentation developed in conjunction with MHT; and
- ◆ Conducting resource specific studies that determine the fiscal impact and potential of heritage preservation activities (i.e., preservation plans, feasibility studies and assessments) for properties that are listed in or eligible for listing on the National Register of Historic Places.

Archival projects that seek to conserve or catalog historic collections are not eligible for Non-Capital Grant funding. However, funds can be used for the conservation and enhancement of archaeological collections, both from field projects funded by the grant program and collections generated by prior research.

Publication of previously completed manuscripts is not an eligible activity, unless the research was conducted under the auspices of MHT.

FY 2021 FUNDING PRIORITIES

In FY 2021, special priority will be given to:

Broad-based and comprehensive archaeological or architectural surveys (as opposed to surveys of limited or “development-defined” areas):

- The overarching goal of such projects should be to identify and document previously unknown archaeological sites and architectural resources in a systematic manner.
- Projects in areas where less survey work has been carried out, or where surveys are significantly out-of-date, are particularly encouraged to apply, as well as projects that will lead to new or significantly updated historic districts in the National Register of Historic Places.

Projects designed to assess, document, or address the impacts of natural disasters, ongoing natural processes, and/or climate change on threatened resources:

- The overarching goal of such projects should be to assist State Agencies, local governments, nonprofits, and others in efforts to monitor the impacts of changing environmental conditions on known archaeological sites, architectural resources, or unsurveyed areas likely to be abundant in historical and cultural resources, to assess those threats, and respond appropriately.
- Priority will be given to work in areas that are poorly surveyed, that are known to have under-documented resource types, or that characterize underrepresented communities.

Projects that undertake in-depth architectural or archaeological study of a specific topic, time period, or theme:

- The overarching goal of such projects should be to develop a viable approach for focusing on a particular archaeological or architectural subject in-depth.
- Projects that explore topics that are poorly documented in MHT site files, or that develop historic contexts, will be strong contenders for grant funding.

Applications for projects that address these priorities will receive special consideration in the application ranking process. **Applicants are strongly encouraged to contact MHT staff prior to application submission to discuss project eligibility and the proposed scope of work.**

PROGRAM REQUIREMENTS

Non-Capital Grant projects must be consistent with preservation best practices and meet high preservation standards. All projects must be completed according to the following standards and guidelines:

- Architectural and archaeological research, survey, and documentation projects must be consistent with the *Standards and Guidelines for Architectural and Historical Investigations in Maryland* (2019) or the *Standards and Guidelines for Archeological Investigations in Maryland*. These documents are available on the MHT website at http://mht.maryland.gov/documents/PDF/research/Survey_standards_architecture_web.pdf and http://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_investigations.pdf. Reconnaissance (or “windshield”) level surveys will rarely be funded.
- For archaeological investigations that result in the recovery of artifacts, the application must state where and how the artifacts will be conserved and stored. Artifacts must be conserved in a qualified facility, such as the Maryland Archaeological Conservation Laboratory, according to the *Standards and Guidelines, Technical Update No. 1: Collections and Conservation Standards* (Revised, July 1, 2005). This document is available on the MHT website at http://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_curation.pdf.
- Personnel performing architectural and archaeological research, survey, and documentation projects must meet the minimum requirements of the *Secretary of the Interior’s Professional Qualification Standards* under 36 CFR 61 (available on the National Park Service website at https://www.nps.gov/history/local-law/Prof_Qual_83.htm).
- For projects involving only one resource (i.e., historic structure reports, preservation/restoration plans, feasibility studies, etc.), that resource must be listed on the National Register of Historic Places or determined by the Director of MHT to be eligible for such listing. To find out if a property is listed on the National Register of Historic Places visit the MHT website at <http://mht.maryland.gov/nr/index.html> or contact Karen Golder at 410-697-9550 or karen.golder@maryland.gov.
- For projects with GIS or spatial data development, the grantee must provide copies of all databases, image files, and GIS files developed under the grant. Format requirements are:
 1. Databases must be provided in Microsoft Access format, accompanied by a data dictionary.
 2. Image files must be in .tif or .geotiff format, accompanied by metadata.
 3. GIS files must be in Shapefile (.shp) or File Geodatabase (.gdb) format, preferably in Maryland State Plane NAD83 meters, accompanied by federally compliant metadata.

ELIGIBLE COSTS

MHT grant funds must be used for costs ***directly*** related to research, survey, planning, and educational activities involving architectural, archaeological, or cultural resources. Any costs included in the project budget must be justified in the project narrative. Eligible costs include:

- **Salary and Wages:** Salaries must be reasonable and customary for the work undertaken, but may include fringe benefits such as health insurance costs. The budget must show the total

salary/wage for each individual at an hourly or daily rate (e.g., \$50/hour for 100 hours for a total cost of \$5,000).

- **Consultant fees:** Consultant fees are eligible as lump sum contracts, however the application and budget must detail and justify all work items included under the contract.
- **Contractual Services:** Contractual services may include items such as photography, printing, and production costs. The budget and project narrative must detail and justify these costs.
- **Materials and Supplies:** The project narrative and budget must justify and detail these costs.
- **Travel:** Mileage costs must be billed at the State-approved rate (\$0.575/mile). Other travel costs must be reasonable and appropriate for the geographic region.
- **Purchase of Equipment:** Purchase of equipment necessary for the completion of the project is an eligible cost; however, equipment that has a useful life that will extend beyond the period of the grant (i.e., computers, printers, cameras, etc.) is strongly discouraged, and may be subject to recapture by MHT. The cost of equipment purchase is eligible as cash match.
- **10% Indirect Costs for Nonprofit Organizations:** Indirect costs are those operating costs that are not readily identifiable within the details of the grant project, but which will be incurred for the benefit of the grant project and other organizational activities. Indirect costs include overhead, operating, or administrative costs, and can include rent, utilities, personnel costs, and professional service fees.

INELIGIBLE EXPENSES AND ACTIVITIES

MHT grant funds may not be used to pay for the following items:

- Legal and appraisal fees;
- Insurance premiums;
- Food or beverage costs;
- State staff time or funds;
- Payment to any MHT staff and Board of Trustees members;
- *Costs incurred or work accomplished prior to the approval of the MHT grant. The expected approval date for FY 2021 Non-Capital Grants is November 1, 2020.*

PROJECT SELECTION CRITERIA

See Appendix A for the list of criteria that are considered when applications are reviewed.

GRANT AMOUNTS AND MATCHING REQUIREMENTS

Individual Non-Capital Grant awards generally range from \$5,000 to \$75,000. The maximum Non-Capital Grant award is **\$75,000**.

For grants to **local jurisdictions**, a dollar-for-dollar match is required of the grant recipient. This match may consist of cash, an equivalent dollar value of in-kind contributions, or a combination of both. In most cases, projects that provide an equivalent cash match will be given preference in selection funding. For Fiscal Year 2021, nonprofit organizations are exempt from matching requirements. However, match is strongly recommended and the existence of matching funds will enhance the competitiveness of the application. If awarded funding, applicants will be required to document all matching funds shown in the project budget. State of Maryland funds and State staff time are not eligible as match.

GRANT PROGRAM SCHEDULE

The application and selection process will follow this established schedule:

May 2020	Official Announcement of Grant Availability MHT staff assistance is available for application consultation, project planning, and identifying sources of alternate and matching funding. It is strongly recommended that applicants contact MHT staff prior to submitting an application.
July 17, 2020	Intent to Apply Form Due Intent to Apply forms must be completed online on or before 11:59 PM on July 17, 2020 . It is understood that data included on the July Intent to Apply submittal may change by the time that a full application is submitted in late August.
August 28, 2020	Full Application Due Fully completed applications must be completed online on or before 11:59 PM on August 28, 2020 . The Application must include the application form and all required attachments, including submission of all support letters. The full application will be released to the online account used to submit the Intent to Apply form.
October 2020	Evaluation of Applications Completed MHT staff reviews and ranks the applications and then presents the results of their evaluation to the MHT Board of Trustees. The Board reviews the proposed awards and makes recommendations to the Secretary of Planning for final approval of each grant.
November 2020	Award Announcements/Earliest Project Start

IMPORTANT APPLICATION INFORMATION

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

Please note that the applicant must provide the organization's Articles of Incorporation and Bylaws to MHT prior to drafting of the Grant Agreement, unless these documents have previously been submitted online to MHT. This information can be uploaded as part of the online application process.

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

- A detailed budget (see Appendix C 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 October 1, 2020)
- Proof of Nonprofit Status (if applicable) (see Appendix E)
- Organizational Documents (if applicable) – Bylaws, Articles of Incorporation, Constitution, Charter (if not previously submitted)
- Letters of Support – 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.

Please closely read the application instructions included as help boxes in the online application, particularly the sections regarding the project budget and methodology. Failure to correctly complete the application form could jeopardize your competitiveness for funding.

APPLICATION ASSISTANCE

These Guidelines, the Intent to Apply form, and the Non-Capital Grant Application form are available **ONLINE** at mht.maryland.gov/grants_noncap.shtml. Instructions for completing the form are included within help boxes throughout the application.

It is highly beneficial for applicants to contact MHT staff to discuss project proposals prior to submission of an application. For assistance in developing a scope of work and budget for your proposal, please contact the MHT staff member responsible for your project discipline:

Archeology—Matt McKnight, 410-697-9572 or matthew.mcknight@maryland.gov

Architectural Survey—Heather Barrett, 410-697-9536 or heather.barrett@maryland.gov

All other projects—Karen Golder, 410-697-9550 or karen.golder@maryland.gov

For further assistance in the preparation of your application, please contact Karen Golder at 410-697-9550 or karen.golder@maryland.gov

GRANT TERMS AND CONDITIONS

All applicants awarded grants through the program will be required to enter into a grant agreement with the Department of Planning (MDP or Department) and agree to standard terms and conditions. See **Appendix B** for full terms and conditions.

POLICIES

AMENDMENTS AND EXTENSIONS

You may find that your project does not evolve in the way you had planned when you originally submitted your grant application. This is not uncommon. If you find that you are getting off track with your timeline, budget, or deliverables, reach out to your Project Monitor as soon as possible to discuss your options. If your Project Monitor determines that an amendment or extension is warranted, they will work with you to finalize the details of the changes that are needed and will work with you on an extension or an amendment to your grant.

If you simply need more time to complete your project, you can email your project monitor explaining the reasons for the need. Once approved, your Project Monitor will send you a letter granting your extension. Note that if your Project Monitor has not heard from you and your Project Completion date is approaching, they may proactively implement an extension.

FINANCIAL DOCUMENTATION

The following guidelines will help you understand the types of records MHT expects you to retain and provide upon request to document your grant expenses, as well as some suggestions to help make the documentation process easier as the project progresses.

Documentation of Expenses

You must retain the following records, and provide them upon request:

Proof of all project expenses, both grant-funded and grantee contributed.

For cash expenses, retain copies of your invoices, receipts, timesheets (if your grant allows staff time as cash match), and/or contracts supporting the cost breakdown in your approved grant budget.

Documentation should show what was purchased or funded, when it was purchased, or when the work was completed, and how much it cost. Quickbooks and other accounting system printouts are not sufficient documentation, unless your organization is a government agency using a government agency system printout.

For donated services or materials (such as photography, architectural fees, etc.), vouchers or other official documentation, signed by the appropriate person must be retained to verify what the goods or services being claimed were and what they were valued at according to reasonable market rate costs. If included in your approved project budget, staff and/or volunteer time contributions must also be documented by a timesheet or spreadsheet that includes the rate used to calculate the value. The value of unpaid volunteer time can be valued at the current rate of volunteer time for Maryland set by the organization Independent Sector (<https://independentsector.org/value-of-volunteer-time-2018/>). You should always check Independent Sector's website for the most up-to-date hourly rate before submitting a request for disbursement. (Note, in order to see the Maryland rate, you must provide your name, email address, and organization. If you are not comfortable doing that, email your Project Monitor and they can provide you with the current information).

Submitting Proof of Project Expenses

A percentage of grantees each fiscal year will be randomly selected and required to provide financial documentation of their expenses. If selected, you will need to submit those materials as part of your final report. If your project is selected, you will be notified prior to submission of your final report that you must include, in addition to a Certification of Expenses form, all proof of project expenses, both grant-funded and grantee contributed. The Certification of Expenses form may be found on the MHT website.

Regardless of whether or not you are required to submit proof of grant expenses, you still must retain these records, as your files are subject to state audit and must be retained for five years from the project completion date.

Failure to submit documentation upon request could result in recapture of your grant funds and cancellation of your grant. It is critical that you retain these records and provide them upon request. Even if you are asked to provide financial documentation, you do not need to submit proof of payment (i.e. copies of bank statements, cancelled checks, and/or credit card statements) for project expenses. As a standard accounting practice, however, we encourage you to retain that documentation for your records.

APPENDIX A – PROJECT SELECTION CRITERIA

In accordance with the Open Project Selection Process Evaluation Criteria, as provided for in COMAR 05.08.01, Non-Capital Grant proposals will be reviewed using the thirteen criteria outlined below.

MHT may assign differing weights to the criteria. A multidisciplinary committee of MHT staff evaluates each proposal on the merits of its method, goals, and products, with careful attention to the budget and demonstrated experience of the applicant in managing grant funds. Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of both MHT and the local preservation community, and that the grant will be managed carefully in a professional manner. The application should address how the project meets each of the following criteria:

- **SIGNIFICANCE:** What architectural, archaeological, or cultural significance to the nation, State, or local community does the affected resource possess? Explain how the project will provide new information and lead to a better understanding of the State's architectural, archaeological, or cultural heritage.
- **URGENCY:** Explain how the architectural, archaeological, or cultural resource is imminently endangered (i.e., by development pressures, erosion, neglect, age, illness) or if there is a unique window of opportunity for the completion of the project.
- **PROJECT DESIGN:** Are project goals realistic within the proposed time frame and budget? Will the project provide a complete product (if one phase of a multi-year project, this refers to the completeness of this year's phase alone)? How does the project address the most pressing needs and assure continued viability of the architectural, archaeological, or cultural resource(s)? Does the proposal articulate a cohesive, stand-alone project, which addresses specific goals or research questions? Can the results of this project be built upon in successive phases? Is the project consistent with the mission and goals of the Maryland Historical Trust? Is the budget realistic for the proposed project? Do all itemized budget items directly relate to needs described in the proposed scope of work? Are the costs reasonable and customary? Are the costs eligible?
- **PROTECTIVE VALUE:** Explain how the proposed project contributes to the long-term preservation, conservation, or documentation of the architectural, archaeological, or cultural resource(s) or Maryland's heritage overall. How does the project provide concrete action to protect, conserve, or document the resource(s)? How can the results of the project be used as part of local, State, or federal planning efforts?
- **EDUCATIONAL OUTREACH VALUE:** How permanent and far reaching is the educational component of the project? Will the project raise awareness of historical, architectural, archaeological, or cultural resources and promote the preservation of such resources?
- **INNOVATION VALUE:** Does the project utilize methods or techniques that are transferable for statewide, regional, or local application? Does the project have potential to be a "model"? Can the methodology or products be used to help others? Will it produce a product unique for quality and innovation?
- **PROJECT IMPACT:** Is the project intended to stimulate or prompt other architectural, archaeological, or cultural resource preservation, conservation, documentation, or educational projects or programs throughout the community and/or professional preservation support? Is there local government support for the project?

- **PROFESSIONAL CAPABILITY:** Does the personnel for the project have the necessary training, education, and experience to carry out specific project goals? (i.e., recognized in field, does high quality work, accomplishes work on time, experience applicable to the subject.)
- **ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel have a record of successfully administering grant monies, meeting project deadlines, and following established procedures?
- **PROJECT READINESS:** Can the project begin on schedule and will match be in hand when needed?
- **MATCHING FUNDS:** Does the sponsoring organization provide any match for the project? How much cash and/or in-kind support is being offered by the sponsor?
- **EQUITABLE GEOGRAPHIC DISTRIBUTION:** (determined by MHT staff) Will the project contribute an equitable geographic distribution of funds based upon the distribution of previous awards, U.S. Census data, and National Register listings?
- **FY 2021 SPECIAL PRIORITIES:** Will the project focus on poorly documented regions of the state, or under-documented themes, communities, or resource types? Does the project address the study and documentation of resources that are especially susceptible to increased flooding and coastal erosion?

APPENDIX B – GRANT TERMS AND CONDITIONS

- **Grant Term:** The period of the grant should not exceed the end date shown in the timetable of the grant agreement unless MHT staff agrees in writing to an extension of the grant period. Projects generally should be completed within twenty-four (24) months of the execution date of the grant agreement.
- **Grant Disbursement:** Grant disbursement will be made as the project progresses, according to a disbursement schedule established in a grant agreement between MDP and the grantee. Disbursement will occur based upon requests for payment submitted by the grant recipient in a form satisfactory to the Department and upon fulfillment of the other requirements of the grant agreement.
- **Quarterly Reports for Archaeological Projects:** Most grant agreements for archaeological projects will require quarterly submission of progress reports to ensure that fieldwork, labwork, and other project tasks are proceeding on schedule to meet deliverable deadlines. Grant disbursement requests can be submitted along with these quarterly reports.
- **Compliance:** All grant recipients are required to comply with the Maryland Historical Trust Historic Preservation Grant Program regulations (COMAR 05.08.01). These regulations require the applicant to comply with all applicable statutes, ordinances, executive orders, regulations, and other laws regarding drug, alcohol, and smoke-free workplaces, disabled access, 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, sexual orientation, or physical and/or mental disabilities in any aspect of the grant. These may include: (1) Titles VI and VII of the Civil Rights Act of 1964, as amended; (2) Title VIII of the Civil Rights Act of 1968, as amended; (3) The Governor’s Code of Fair Practices, as amended; and (4) The Department’s Minority Business Enterprise Program, as amended. Those applicants who wish to secure additional information about these compliance requirements may contact Non-Capital Grant program staff.
- **Program Administration:** If it is determined by the Department that the grantee is not complying with any of the requirements of the program or the grant agreement, the Secretary of the Department may terminate the grant, refuse to make additional grant disbursements, or suspend or debar a grantee from further program participation. Each grantee shall agree to abide by the project scope of services, timetable, and budget approved by the program. A grantee shall request in writing permission from Non-Capital Grant program staff for any deviation from the approved project scope of services, timetable, and/or budget.
- **Acknowledgement of Support:** The grantee agrees to include in any material based on or developed under the grant the following credit line: “This publication has been financed in part with State Funds from the Maryland Historical Trust, an agency of the Maryland Department of Planning. However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Historical Trust or the Maryland Department of Planning.”
- **Grantee Administration:** Grantees, contractors, and subcontractors must maintain their books, accounts, and records, using normally accepted accounting procedures, and must file with the Department those financial and other reports, as the Department may require from time to time. All of these books, accounts, and records must be open to inspection by representatives of the Department or other agencies of the State during reasonable working hours before, during, or after the period of time during which grant proceeds are expended. Grantees must make their administrative offices and personnel – whether full-time, part-time, consultants, or volunteers – available to the Department upon request. Books, accounts, and records of contractors and subcontractors must be maintained and made available for

inspection for **up to five (5) years** after either the date of grantee's final expenditure of grant proceeds or the termination of the contractual relationship between the Department and the grantee, whichever is later.

- **Final Report:** Grantees must submit a final report, as well as any interim reports required by the Department, documenting project progress and evaluating project effectiveness. Grantees will be expected to include as part of the final report documentation to the satisfaction of the Department of all expenses related to the Grant – both MHT grant funds and grantee match.

Non-Capital Grant program staff is available to assist applicants with any questions they may have about the above terms and conditions.

APPENDIX C - PROJECT BUDGET

The project budget is the most critical part of your application. Prepare a realistic budget for the proposed project. The budget should specify such expense categories as personnel, travel, equipment, supplies, rental costs, etc. Only costs ***directly*** related to the project should be included in the project. A justification for all costs should be included in the project methodology. Typical budget items include:

- **Project Personnel:** Salaries for project personnel must be reasonable and customary for the work undertaken, but may include fringe benefits such as health insurance costs. The budget must list the names and titles of project workers in the “Work Item” column. If no personnel have been selected for the project, put “to be hired” in the “Work Item” column. The budget must show the total salary/wage for each individual working on the project broken down into the number of hours times their hourly rate (i.e., \$50/hour for 100 hours for a total cost of \$5,000). If one person will be performing multiple tasks on the project, break down the hours spent on each task (e.g., researching, reporting writing, etc.). It is acceptable to provide a daily rate, however, the rate for all staff shown in the budget must be presented in a consistent manner (i.e., all staff at their hourly rate, or all staff at their daily rate). This figure should be placed on a separate line in the “Work Item” column. The salaries of person(s) currently on staff and identified as project personnel will be considered as cash match only if their involvement with the project is outside of the scope of their normally assigned duties. Otherwise, that salary cost should be considered as in-kind match. In-kind volunteer and intern labor must also be quantified in the budget. The budget should show the number of volunteers, with names if available, times hours contributed. Volunteer time can be valued at the rate determined by Independent Sector (<https://independentsector.org/value-of-volunteer-time-2018/>). You should always check Independent Sector’s website for the most up-to-date hourly rate before submitting a request for disbursement. (Note, in order to see the Maryland rate, you must provide your name, email address, and organization. If you are not comfortable doing that, email the administrators of this program, and they can provide you with the current information).
- **Consultant fees:** Lump sum consultant contracts are permissible; however, the application and budget must detail all work items included under the contract. Use the “Work Item” column to provide information regarding the contract. Generally, consultant contracts can be sourced in three ways. 1) Contracts can be sole source when an existing team is outlined in the grant application. 2) Contract sourcing criteria can follow the procurement policies of the nonprofit or grant recipient organization when those policies have been provided to the grant monitor for prior approval. 3) Otherwise, consultant contract should generally be awarded through an RFP or other competitive selection process.
- **Contractual Services:** Contractual services may include items such as photography, printing, production costs, and equipment rental. When possible, those costs should be broken down into per unit costs (i.e., rental cost/day, cost/print, etc.). Contractual services should be chosen through a competitive selection process. Put this information in the “Work Item” column.
- **Indirect Costs:** Indirect costs are those operating costs that are for the joint benefit of both the grant project and your other organizational activities. Indirect costs are frequently referred to as overhead, operating, or administrative costs, and can include rent, utilities, salaries, personnel costs, and professional service fees. Maryland law and the Historic Preservation Non-Capital Grant Program’s new policy allow nonprofit organizations, which are completing non-capital projects, to include indirect costs in their grant budgets. Indirect costs are limited to 10% or less of the total grant award amount, and the grantee must still be able to complete the entire project using the remaining funds. If you choose to include indirect costs in your budget, your grant

amount will not change. Note that you are not required to provide documentation of the specific indirect costs when providing financial documentation – you only need to certify that you have indirect expenses equal to 10% of your grant.

- **Materials and Supplies:** The project narrative and budget must justify these costs. Provide as much information as possible in the “Work Item” column.
- **Travel:** Mileage must be billed at the State-approved rate (\$0.575/mile). Daily meal reimbursement must be billed at no more than the State-approved rate of \$13/breakfast; \$15/lunch; and \$28/dinner. Lodging and other travel costs must be reasonable for the location.
- **Purchase of Equipment:** Purchase of equipment necessary for the completion of the project is an eligible cost; however, equipment that has a useful life that will extend beyond the period of the grant (i.e., computers, printers, cameras, etc.) is strongly discouraged, and may be subject to recapture by MHT. The cost of equipment purchase is eligible as cash match.

MHT grant funds may not be used to pay for the following items: legal fees; insurance premiums; appraisal fees; operating costs and expenses not covered under the 10% reserve of ‘indirect costs’ as outlined above; and food or beverage costs (with the exception of travel meals). These items may, however, be considered toward an applicant’s matching contribution. State of Maryland funds and State staff time are not eligible as cash or in-kind match. Payment to MHT staff and Board of Trustees members is not eligible. Under no circumstances should the budget include any costs incurred prior to the approval of the MHT grant. The expected approval date for FY 2021 Non-Capital Grants is November 1, 2020. MHT grant funds will not be available to grantees until a grant agreement has been fully executed between both parties. This can be a protracted process and may not be completed until spring of 2021.

Details of how you arrived at budget figures, e.g., 50 hours of staff time at \$50/hour, 200 miles traveled at \$0.50/mile, lump sum consultant contract, etc. should be included under each category within the “Work Item” column.

If your application involves multiple, unrelated projects, the budget must include a separate breakdown for each project.

The following sample budget is provided to illustrate the format MHT grant project budgets **MUST** follow. Typically, proposed budgets include more line items and fewer round numbers, but the format remains essentially the same. Keep the budget to one page. ***See the sample budget below for additional information.*** If you have any questions regarding your project budget, please contact MHT staff.

Identify each source(s) of non-State funding for the project, both cash and in-kind. If more than one organization is providing support, identify each organization and the kind and amount of match. Should an application prove successful, grantees will be required to provide documentation of all costs shown in the project budget, both MHT grant funds and grantee matching funds. ***See the sample budget for more details.***

Project Budget

[Insert applicant name and project title]

Line Item No.	Work Item (Description)	Grant Funds	Applicant Match		Other Project Costs	Total Project Cost
			Applicant Cash Match	Applicant In-Kind Match		
1	Personnel					\$0.00
2	IMA Preservationist Principal Investigator - Competitively bid lump sum contract	\$10,000.00				\$10,000.00
3	Martha Watcher, Project Monitor - \$40/hour X 50 Hours			\$2,000.00		\$2,000.00
4	Jack Draw, Draftsman - \$40/hour X 40 hours			\$1,600.00		\$1,600.00
5	Betsy Smith, Secretary - \$10/hour X 100 hours			\$1,000.00		\$1,000.00
6	PHOTO/DUPLICATION					\$0.00
7	Photography - 350 prints X \$10/print		\$3,500.00			\$3,500.00
8	Photocopying - 150 copies @ \$0.10/copy			\$150.00		\$150.00
9	TRAVEL - 3,000 miles @ \$.50 milie		\$1,500.00			\$1,500.00
10	SUPPLIES			\$250.00		\$250.00
11	TOTALS:					\$0.00
12						\$0.00
13						\$0.00
14						\$0.00
15						\$0.00
16						\$0.00
17						\$0.00
18						\$0.00
19						\$0.00
20						\$0.00
21						\$0.00
22						\$0.00
23						\$0.00
24						\$0.00
25						\$0.00
TOTALS		\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$20,000.00
			Total Match	\$10,000.00		

- See Grant Guidelines for complete information about eligible costs and matching funds.
- All grant funds AND match funds must be spent on the scope of work you have defined in this budget.
- Applicant match (cash and in-kind), may come from non-state sources such as corporate, institutional, and individual donations or pledges to provide direct funding for the proposed project or to provide in-kind services.
- Please note that other state funds, including state employee time, cannot be used as match for this grant.
- Funds already spent toward the project prior to a grant award cannot count as match, and cannot be paid from grant funds.

APPENDIX D – PROJECT FOCUS

Project Focus

All applicants must select ONE primary focus for their project, choosing among *Research and Documentation*, *Education*, or *Preservation Planning*. The three categories are as follows:

A. Research and Documentation Projects: Research and Documentation Projects are those projects that seek to research and document Maryland’s historic architectural, archaeological, or cultural resources in a manner that is generally consistent with MHT-approved standards and guidelines (e.g., *Standards and Guidelines for Archeological Investigations in Maryland* and *Standards and Guidelines for Architectural and Historical Investigations in Maryland*). Typical research and documentation projects include, but are not limited to: identifying, documenting, and evaluating standing structures through broad-based comprehensive surveys; conducting broad-based, comprehensive archaeological investigations to identify, evaluate, and document the full range of prehistoric and/or historic archaeological resources in a defined region of the State; research, documentation, and evaluation of individual historic and archaeological sites (e.g., historic structure reports and HABS documentation); documenting oral traditions and cultural heritage in historic communities and traditional occupations as they may relate to standing structures and historic communities; the preparation of nominations to the National Register of Historic Places; and thematic research supporting historic context development.

B. Educational Projects: Education Projects are those projects that seek to raise public understanding of Maryland’s architectural, archaeological, or cultural resources. Projects should result in products that are publicly accessible and target as broad an audience as possible. Typical education projects include, but are not limited to: producing heritage education materials that highlight Maryland’s architectural, archaeological, and cultural history; conducting programs specifically designed to engage the public in Maryland archaeology and historic preservation; and preparing publications for a scholarly or general audience summarizing the current state of knowledge of Maryland’s architectural, archaeological, and cultural history at the statewide and regional level.

C. Preservation Planning Projects: Preservation Planning Projects are those projects undertaken by local governments and nonprofit organizations to assist local preservation planning efforts or to provide preservation planning-related products of benefit to the local government or community. Project products should be utilized by local governments and/or nonprofit organizations to more effectively preserve historic and cultural resources according to preservation best practices. Typical preservation planning projects include, but are not limited to: development of preservation plans, or preservation components of local comprehensive plans; creation of design guidelines for a local historic preservation commission; development or expansion of local historic preservation programs; and completion of studies determining the fiscal impact and potential of heritage preservation activities and resources.

APPENDIX E – PROOF OF NONPROFIT STATUS

Proof of nonprofit status (if applicable):

If the Applicant is a nonprofit organization, proof of nonprofit 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.