MARYLAND HISTORICAL TRUST

MARITIME HERITAGE GRANT PROGRAM

GRANT GUIDELINES

completed grant applications must be submitted ONLINE by 11:59PM, November 13, 2026.

Starting October 16, 2026, access the online grant application at mht.maryland.gov/Pages/funding/grants.aspx

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Maryland
DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

MARYLAND HISTORICAL TRUST MISSION STATEMENT

The Maryland Historical Trust is the state agency dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation, and education, MHT assists the people of Maryland in understanding their historical and cultural heritage. Part of the Maryland Department of Planning, MHT serves as Maryland's State Historic Preservation Office pursuant to the National Historic Preservation Act of 1966.

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General Information

Program Overview

The Maryland State Historic Preservation Office, the Maryland Historical Trust, is offering funding for projects designed to preserve historic maritime resources in Maryland and to increase public awareness and appreciation for the maritime heritage of the United States through a competitive subgrant program with assistance from the National Maritime Heritage Grants Program, administered by the National Park Service, Department of the Interior under Grant Number P25AP01566-00.

Approximately $100,000 is available and at least 50% non-federal cost-share is required for all grants awarded under this program.

Applicants may request from $10,000 to $100,000 for total projects costing more than $20,000 to $200,000. Work, or a discrete phase of work, that is already underway or completed is not eligible for funding.

Eligible Applicants

The following entity types are eligible for this program. All applicants should be aware that the project must have demonstrated public benefit to be competitive.

- Tribal Governments
- State Governments
- Local Governments
- Nonprofit Organizations*

**Nonprofit Organization means a university or other institution of higher education, or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c) and exempt from taxation under section 501(a) of the Internal Revenue Code (25 U.S.C. 501(a)) or any nonprofit scientific or educational organization qualified under a state nonprofit organization statute.*

Eligible Projects

Grant funding is available for projects conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* and the *Secretary*

of the Interior's Standards for Historic Vessel Preservation Projects which advance maritime heritage through public education in addition to at least one of the following:

- Identification of historic maritime resources, including archaeological sites
- Repair, rehabilitation, stabilization, maintenance, limited reconstruction, or other capital improvements to historic maritime resources
- Public access to historic maritime resources
- Research, recording (drawings, photos), planning (through feasibility studies, architectural and engineering services, or otherwise), and other services carried out as part of a preservation program focusing on historic maritime resources

Application Review Process

Applications will be initially screened for the following requirements:

1. Completeness
2. Applicant eligibility
3. Project eligibility
4. Funding request meets criteria ($10,000 to $100,000)
5. Funding request amount is matched 1:1 with non-federal contributions from non-federal sources

Selection Criteria

All applications which meet the five requirements listed above will be eligible for consideration and will be evaluated on the following items:

Urgency of Need-Resource Risk
Are there existing and ongoing impacts the project will address or are threats imminent or anticipated?

Significance
Does the project involve National Historic Landmarks, National Register-listed or eligible properties or include research intended to contribute to the identification and evaluation of historic properties?

Appropriateness of Key Personnel
Do key personnel meet relevant and necessary Professional Qualifications Standards?
https://www.doi.gov/pam/asset-management/historic-preservation/PQS

Education Component
How will the project advance public knowledge of maritime heritage resources and what is the distribution and longevity of the project's education component?

Financial and In-Kind Resource Availability
Does the application demonstrate adequate resources for performance, necessary experience, organization, technical qualifications, and facilities, or firm commitments or arrangements to obtain such resources?

Schedule Compliance
Does the proposed schedule comply with grant requirements?

Fiscal Management Capability
Does the application demonstrate the existence of an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet audit requirements?

Contact Information

For questions about the program or application process, please contact Troy Nowak, Troy.Nowak@maryland.gov.

Application Process

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 Troy Nowak, troy.nowak@maryland.gov.

The grant application must be submitted **online** with all attachments by **11:59 p.m. on November 13, 2026.**

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. Late submissions will not be accepted.

Save your answers frequently.

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 should be available in December 2026.

Please review these 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

An Intent to Apply form is not required for this program. Please submit a full application between October 16 and November 13, 2026.

The application is organized in tabs within the online application portal.

Please provide concise and succinct answers to the application questions. Save your answers frequently. We recommend typing your answers in a Word document and then copying and pasting them into the application.

For assistance with the online application system, please contact MHT Grants.

We strongly recommend adding at least one additional collaborator to your grant application

This will provide MHT an additional contact if we are unable to reach the original grant project contact. Add collaborators by navigating to the "Applicant Information" area of the form and select "Manage applicants". Follow the on-screen prompts to add an additional applicant and set their permissions.

“Applicant Information” Tab

In this first section of the application, you will provide some basic information about your organization and project contacts.

Applicant Information

Organization Name

- Provide the full name of your organization as recorded by the State Department of Assessments and Taxation (SDAT). Your organization must be registered in SDAT and in “good standing”; its name must EXACTLY match SDAT records. Use the link provided in the online application to search SDAT records to find your organization’s legal name.

Organization Type

- Select your organization type: nonprofit organization, local government, state government or tribal government.

Tax ID / Federal Employer Identification Number (EIN)

- Enter your EIN here, this is generally a 9-digit number, e.g. 52-1234567.

Organization Address

- Enter your Principal Office mailing address here. EXACTLY match SDAT records, use the link provided in the online application to search SDAT records to find your organization’s Principal Office mailing address.

County

- Select the county in which your organization is located.

Organization General Email

- Enter the general email address for your organization.

Organization General Phone and General Phone Extension

- Enter the general phone number for your organization and extension, if applicable.

Website Address

- Enter the website address for your organization.

Organizational Documents

- Non-profit organizations must upload copies of their organizational documents. For most organizations the organizational documents will include Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Less common are non-profit organizations that form as a community chest, fund or foundation, or associations; these may have a constitution or charter.

Proof of Non-profit Status

- 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.

Project Contacts

Primary Project Contact

- Complete this section with contact information for the person who will receive all correspondence and communication regarding the grant project.
- Upload a brief resume for the Primary Project Contact.

Grant Agreement-Authorized Signatory

- Complete this section with contact information for the person who is legally authorized to enter into contracts and agreements on behalf of your organization.

Alternate Project Contact(s)

- Complete this section with contact information for alternate contacts which MHT can reach if the primary contact is unavailable. Alternate contacts will not receive reminders and notices associated with the project.

“Property Information” Tab

In this section you will provide information about the project property or properties. For capital projects, identify the specific properties affected. For non-capital projects, identify the specific property, group of properties, district, or jurisdiction affected.

Property Information

Property Name and Location

- Provide the name of the property as it is currently known
- If the property is not known by a specific name, provide the physical address of the property as recorded by SDAT, if applicable.

Other Property Name(s)

- If the property was historically known by any other name than the current Property Name you can provide it here.

Property Location

Geographic Coordinates

- Provide the latitude and longitude of the property / project location.

County

- Select the county in which the property / project location is located.

State Legislative District

- Select the State Legislative District in which the property / project location is located.

Federal Legislative District

- Select the Federal Legislative District in which the property / project location is located.

Property Data

- Use the SDAT Real Property Data Search to find the Tax Map #, Tax Grid #, Tax Parcel #, Tax Account ID#, and Approx. sq. ft. of Structure needed to complete this section.

Property Designation

- Select the property's National Register, local landmark or district status by choosing the appropriate option.

Does the Maryland Historical Trust currently hold an easement or preservation agreement on the property?

- Select "True" if your property is covered by an MHT easement. Select "False" if your property is not covered by an MHT easement. If you are unsure if your property is covered under an MHT easement, or to discuss proposed work to a property covered under an MHT easement, contact MHT Easements Administrator (mht.easements@maryland.gov).

Property Ownership

Property Owner or Owner Entity

- Enter the name, address, phone number, and email of the property owner or owner entity.

Relationship of Property Owner to Applicant

- State the relationship of the property owner to the applicant. If same, state "Same". If property owner and grant applicant are not the same, explain the relationship and include information regarding any leases or users of the property.

Property Owner Letter of Consent

- A **Property Owner Letter of Consent Template** is available **HERE**.
- Upload a Property Owner Letter of 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.

“Project Description” Tab

In this section you will describe the project in detail and explain its focus, methods, and schedule.

Scope of Work

Project Title

- Enter either the title of the project or the name of the property under consideration. The project title should be short and descriptive.

Project Focus

- Subgrants are available for projects conducted in accordance with the *Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation* and the *Secretary of the Interior’s Standards for Historic Vessel Preservation Projects* which advance maritime heritage through public education in addition to at least one of the following, select all that apply:

  1. Identification or evaluation of historic maritime resources, including archaeological sites

  2. Repair, rehabilitation, stabilization, maintenance, limited reconstruction, or other capital improvements to historic maritime resources

  3. Public access to maritime resources

  4. Research, recording (drawings, photos), planning (through feasibility studies,architectural and engineering services, or otherwise), and other services carried out aspart of a preservation program focusing on historic maritime resources

Project Description

- Explain what you hope to accomplish with this project, how the project will advance maritime heritage through public education, and why this project is important to the preservation, documentation and/or interpretation of Maryland's maritime heritage.

Project Methods

- State your project goals, describe methods, and list each step needed to complete the project. Be as specific as possible.

Project Schedule

Project Start and End Dates

- Provide the expected Project Start and Project End Dates. Projects should be concluded within 2 years of the start date.

Schedule

- Provide specific deadlines for each step outlined in your Project Methods. State whether you are ready to start work upon approval from MHT. Projects generally should not start until a signed grant agreement is in place with MHT; therefore, the project timeline should not show the project starting prior to November 13, 2026. **MHT grant funds cannot be used to pay for work completed or costs incurred prior to the filing of a signed grant agreement.** Grants must be closed by December 15, 2028.

Is this Part of a Larger Phased Project?

- If the proposed work is part of a larger project briefly (2 to 3 sentences) describe each project phase, noting what has been accomplished, clearly indicate the phase you are seeking funding for, and state if MHT has funded previous phases of work.

Window of Opportunity

- State if there is a rare window of opportunity for the completion of the project and explain what that opportunity is (i.e., available scholar, other complementary projects, etc.).

“Significance and Need” Tab

In this section you will describe the architectural, archaeological or cultural maritime resources affected by your project, explain any risks they face, and detail how the project will help protect them.

Significance and Need

Affected Resources

- Describe the architectural, archaeological or cultural resource(s) affected by the project.
- Explain how the resource(s) possesses architectural, archaeological, or cultural significance to the nation, state or local community.

Risk Assessment

- Explain what risk there is to the resource if the project is not completed now.

Resource Protection

- Describe how the project will provide concrete action to protect, conserve, or document the resources (i.e., through actions such as intensive survey, National Register nomination, local landmark/district designation, or easement donation).

“Project Impact and Deliverables” Tab

In this section you will explain the anticipated impact of the project and describe deliverables.

Project Impact and Deliverables

Project Impact

- Describe the impact the project will have on the resource and the greater community. How can the methodology or deliverables be used to help others? Is there a permanent and far-reaching educational component of the project?

Public Awareness

- Explain how the project will raise public awareness of Maryland’s maritime heritage and promote preservation of maritime resources.

Access for Individuals with Disabilities

- Note when and how often the property is open to the public and describe what provisions exist or will be made for physical or programmatic access by individuals with disabilities, in-person or virtually.

Deliverables

- Describe what tangible products you will generate as a result of the project. If no tangible products will be produced, describe what outcomes you hope to achieve.

“Project Management” Tab

In this section you will address the ability of your organization to administer projects and grants of this type.

Note that once a grant is awarded, 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.

Project Management and Administrative Capability

Project Coordination

- Describe who will direct the project and who will be responsible for the various components of construction, fieldwork, analyses, writing, etc.
- Explain how project personnel are particularly relevant and qualified for their proposed roles.
- Describe the qualifications of project staff; all project personnel must be shown in the project budget.
- Note whether professionals outside of your organization provided assistance developing your project such as architects, contractors, or archaeological consultants.

Grants Management

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

Administrative Capability

- Upload the resumes of people who will perform key project tasks.
- Resumes must include education and experience relevant to the project only and number no more than two pages in length.
- **Curriculum vitae (CVs) are not acceptable. Submission of longer resumes or CVs will negatively affect application scoring.**

"Budget" Tab

On this tab, you will be asked to describe the budget for your grant project in detail. The line items in your budget spreadsheet must match the narrative provided in previous tabs.

Project Budget

Grant Funds Request

- Individual grant awards are expected to range from a minimum of $10,000 to a maximum of $100,000 and requests must be in even increments of $1,000. Work or a discrete phase of work already underway or completed is not eligible for funding and some expenses that may be incurred by the grantee in the course of the grant project (insurance; utility bills; legal fees; etc.) CANNOT be reimbursed out of the grant funds. See Exhibit 3 for a description of eligible and ineligible costs and match.

- Provide the amount of the Grant Funds Request.

Cost-Share Requirement

- At least 50% non-Federal cost-share (dollar-for-dollar match) and supporting documentation is required. The matching share may include in-kind labor, goods, services, volunteer, and in-hand donations; it cannot include funds spent prior to filing of a signed grant agreement, promised funding, or uncollected pledges.

- Documentation that matching funds and in-kind commitments are in-hand must be submitted as part of this application. This may consist of a financial statement, commitment letter or other proof that the application has matching funds or in-kind support dedicated for the project. Please note that federal funds from another program or agency cannot be used as required grantee matching contributions.

- Federal funds from another program or agency cannot be used as match and grant funds cannot be used as match for any other Federal program.

- Provide the amount of Cash Match, the value of In-Kind Match, and the Total Matching Cost-Share. The Total Matching Cost-Share should equal your Grant Funds Request.

Other Project Costs

- Many projects cost far more than the requested amount and the required match. If your project includes costs in addition to the grant request and the required

matching funds, please list the total of those as Other Project Costs. For example, if the total project is going to cost $200,000, and you are requesting a grant of $50,000 and providing a match of $50,000, the Other Project Costs would be $100,000.

Detailed 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, printing, photography, supplies, equipment, etc. Only costs directly related to the project should be included in the budget. A justification for all costs should be included in the "Project Description, Project Impact and Deliverables, and Project Management" Tabs.
- Download the template provided **HERE** and use it to produce a Project Budget.
- Upload a complete Project Budget as an Excel file in the space provided.

Describe How You Arrived at the Figures Shown in the Project Budget

- Include cost estimates from consultants, prices from suppliers, hourly rates of staff and volunteers, etc. Use the current hourly rate of volunteer time set for the state of Maryland by the organization Independent Sector: http://www.independentsector.org/volunteer_time
- Donated professional or construction services may count as in-kind match and should be calculated based on the individual's customary hourly rate.

Description and Documentation of Match (Cost Share)

Match Description

- Identify and describe the sources, types, and amounts / value of match currently in hand by your organization or committed for this project (e.g. cash on hand, documented commitments of donated services or labor).

Match Documentation

- Match must be documented as in-hand or committed at the time of application. Failure to provide documentation of all proposed match may result in a reduction or forfeiture of grant award funding.

- **Upload Match documentation in the space provided.**

Match documentation may consist of one or more of the following. If you have any questions or situations which are not covered here, please contact the program administrator:

- A bank statement or official treasurer's report showing cash in hand.
- Letters from donors; the letter needs to show clearly that the intended donation

may be used toward the grant project and must be signed.

- Award letters for non-Federal grants; documentation must be included to demonstrate that the grant may be used toward the grant project.
- Loan commitment letters: documentation must be included to demonstrate that the loan proceeds may be used toward the grant project.
- For donated materials, services, or labor a signed statement, receipt / invoice, or commitment letter from the donor attesting to the value of the materials, services, or labor.
- For a government entity, a budget document clearly showing the line item(s) from which match is committed – highlight the relevant sections.
- For volunteered time or donated services, a signed statement from the donor stating the number of hours expected to be donated, the hourly rate, the total amount of the donation, and a description of the services. Use the current hourly rate of volunteer time set for the state of Maryland by the organization Independent Sector: https://independentsector.org/research/value-of-volunteer-time/
- Donated professional or construction services may count as in-kind match and should be calculated based on the individual's customary hourly rate. Members of your organization's board may use their professional rate only if donating professional services to the project (e.g., architectural services) but should use the Maryland volunteer rate for board time spent on the grant project (e.g., meetings).

“Support” Tab

Letters of Support

Provide information about letters of support for your project. Please submit at least two letters of support. These could be from elected officials, community leaders, state representatives, or organizations which will benefit from the project.

Upload Letters of Support

Upload at least two Letters of Support for your project in the space provided. These could be from elected officials, community leaders, state representatives, or organizations which will benefit from your project.

- Please do not upload unsigned letters, they will not be accepted.

“Release & Consent” Tab

This tab includes disclosures for your response as well as an electronic signature.

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").
- 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 of Objection in the space provided.

Legal Authorization

- Select True if you 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.
- Provide the name of the legally authorized submitter.

“Attachments” Tab

Please use this tab to upload the following types of items. It is not strictly required that you provide this information; however, it may strengthen your application. If available, this documentation may help us better understand or evaluate the nature of the project, significance or urgency:

- Architectural or Engineering Drawings, Specifications, Reports, or Studies,
- Historic Structures Reports or Archaeological Studies,
- Additional Contractors' Estimates *directly relevant to the proposed project,*
- Other items you wish to include, or
- Other items you were not able to upload earlier in your application.

Grant Terms and Conditions

All applicants awarded grants through the Program will be required to enter into a Grant Agreement with MHT, which generally contains the following standard terms and conditions. For more information, see the MHT Maritime Heritage Grant Manual available **HERE**.

Easement / Preservation Agreement

An easement / preservation agreement must be conveyed to MHT on any historic real property awarded a grant through this program, see MHT Maritime Heritage Program Grant Manual for more information.

Compliance with Applicable Federal Laws

- National Historic Preservation Act (NHPA)
- National Environmental Policy Act (NEPA)
- Americans with Disabilities Act (ADA)
- Architectural Barriers Act (ABA)

Project Scope & Budget

Award of grant funds does not mean automatic approval of your project scope and budget. After the project is awarded, minor adjustments may be made by MHT to ensure that only eligible expenses and eligible work are paid for through grant or matching funds. Do not commence work on this phase of the project without contacting your project monitor.

Grant Disbursements

Grant funds will NOT be disbursed "up front." Disbursements will be made as the project progresses, proportionate with expenditure of matching funds and other project funding. Grant disbursement will occur based upon Requests for Payment submitted by the grant recipient in a form satisfactory to the Trust and upon fulfillment of the other requirements of the grant as provided in the Grant Manual.

Please note that all contractors, architects, craftspeople, etc. whose services are to be paid for (or partially paid for) with grant funds will need to be selected by a process approved by MHT and NPS. This requires those services to be publicly advertised or widely solicited.

Insurance

The Grant recipient will be required to insure the assisted property against loss or damage by fire, flood, or other hazards, casualties, and contingencies as may be required by MHT, in amounts satisfactory to MHT and with MHT as named additional insured. Similarly, General Liability Insurance will be required for all construction efforts. Insurance coverages shall be provided by a company that is registered with the Maryland Insurance Agency and authorized to transact business in the State. See MHT Maritime Heritage Program Grant Manual for more information.

Standing with SDAT

Your organization must maintain “good standing” with the State Department of Assessments and Taxation before MHT will execute a grant agreement and must maintain good standing throughout the course of the project. To verify your organization's standing, please check **HERE**.

Exhibit 1: Application Evaluation & Grant Administration Schedule

The application and selection process will follow a prescribed cycle, outlined below. Please be sure to take this schedule into consideration when developing your schedule for the grant application.

October 16, 2026: Application available via MHT website

November 13, 2026: Grant Application closes; applications must be submitted ONLINE by 11:59 pm; submission must include a completed application and all required attachments

December 2026: Grant award announcements

December 2026- January 2027: Grant agreements are sent out by MHT and are then signed by Grantees and returned to MHT. MHT will schedule an initial meeting with each grantee and distribute the Manual of Program Requirements (outlining all required steps of the process before funds may be drawn down)

- Annual Report Schedule

Report Cycle End Date	Annual Report Due to MHT
9/30/2027	**10/30/2027**
9/30/2028	**10/30/2028**
12/15/2028	**1/31/2029**

- December 15, 2028: Performance Period End Date - Deadline for Project Completion. No extensions will be granted, and grants will automatically expire after this date.

Exhibit 2: Sample Timeline

The text below is a sample of the kind of project timeline you might enter into the appropriate box in the "Project Description" Tab on the application. Please note that while the grant-funded work must begin no earlier than December 1, 2026, and must be complete by December 15, 2028, your timeline may include project benchmarks before and after those dates,
particularly if you have a complex, multi-phase project with other funding sources. Please show dates outside of this project period or outside the scope of this grant request in [brackets] for clarity. Not all work steps shown in this example will necessarily apply to your project.

- [1 January 2026: Date of settlement on purchase of the Smith County Maritime Museum]
- [April - May 2026: Phase One: Structural analysis of building and flood mitigation assessment completed using our own funds]
- December 2026: Notification from MHT regarding grant award
- December 2026-January 2027: Review MHT-provided grant agreement and provide necessary grant and easement documentation to MHT.
- [February - March 2027: Phase Two: Hire a firm to develop plans and specifications for flood mitigation work to be funded from the potential MHT grant. These services will be paid out of a grant from the Smith County Preservation Society. This work will include some landscape and exterior rehabilitation which will be planned by an architect. Submit plans for review by MHT, MHT (historic preservation and easement reviews) and NPS for compliance with *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, *Sections 106 and 100f of the National Historic Preservation Act*, and the *National Environmental Policy Act*. Submit plans to County for review by Historic Preservation Commission and relevant permitting agencies]
- April 2027: Receive approvals from NPS and MHT for scope of work
- April 2027: Submit a project signage design to notify the public of federal involvement for review by NPS and MHT
- April - June 2027: Conduct RFP for contractor to undertake the work; submit plans and specifications for building permits.
- May 2027: Receive necessary permits and approval for Project signage
- June 2027: Record easement and submit final documentation to MHT;
  Contractor begins work on Phase Two to be funded through this MHT grant.
- June - August 2027: Phase Two construction is ongoing and MHT grant funds are being drawn down.
- August 2027: Phase Two construction is completed. Submit final report to MHT and close out the current grant.
- [August - December 2027: Continue into Phase Three: Interior Rehabilitation if funds are available.]
- [May 2028: Target date for completion of rehabilitation project and grand opening.]

Exhibit 3: Expenditures

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.

Indirect Costs are limited to 15% or less of the total grant award amount and grantees have the option of including a line item in their grant budget titled "Indirect Costs." The addition of this line item will not increase the grant award amount, and if a grantee chooses to add the Indirect Costs line item, they must still be able to complete the project as proposed. The Indirect Costs amount is based on the grant award amount, and not the total project costs.

The Indirect Costs amount must still be matched 1 to 1 with other allowable grant expenditures. Grantee salaries for project work that are included as match cannot also be included in the Indirect Costs line item.

Grantees are required to retain financial documentation for three years after grant completion.

Ineligible Expenditures

Grant Funds

Cannot be used to pay for:

- Expenditures outside the grant period as defined in the grant agreement
- Expenditures outside the scope of the grant agreement
- Landscaping, maintenance, or repairs that are not related to necessary work scope
- Property Insurance
- Appraisals
- Equipment that is not inherent to the project
- General office expenses
- Accounting or audit costs
- Property tax or personal property tax
- Employee salaries not directly associated with specific project tasks
- Legal fees, including legal fees involved in conveying an easement to MHT
- Work in any area of a site or building, or a building element, that is used for religious purposes (i.e., interior of worship space, Sunday School classroom), unless the work is required to make repairs to the building structure
- Any work that is not properly bid (see separate information on procurement process for design and construction services)

- Some permit or approval fees
- Lobbying or advocacy efforts
- Costs resulting from violations of the law
- Goods for personal use such as t-shirts, mugs, or pens intended as gifts/giveaways
- Indirect costs – improperly calculated indirect costs or those costs exceeding the approved negotiated rate
- Reimbursing volunteer time

Matching Funds
Cannot be counted as match:

- Expenditures outside the grant period as defined in the grant agreement
- Expenditures outside the scope of the grant agreement
- Expenditures outside the grant period as defined in the grant agreement
- Landscaping, maintenance, or repairs that are not related to necessary work scope
- Property Insurance
- Appraisals
- Equipment that is not inherent to the project
- General office expenses
- Accounting or audit costs
- Property tax or personal property tax
- Other federal funds
- Funds which have been used as match for any other federal-assisted program
- Costs to acquire property

Additional Restrictions on Matching/Cost Sharing Funds

- Federal Funds: Funds from other federal grants cannot be used as match.
- Double Dipping**:** Matching funds used for a prior award cannot be reused for a new project.
- Non-Cash without Value: Donated services or equipment that cannot be assigned a fair market cash value.
- Income from Gifts: Interest or rent earned from a donated gift cannot be counted as match.

Eligible Match

Items which can be counted as match:

- Expenditures within the grant period as defined in the grant agreement
- Expenditures within the scope of the grant agreement
- Cash
- Cash purchases such as materials
- Funding from a loan that is NOT from the federal government
- Employee salaries if the employee will be directly performing work on the grant project (e.g., construction or management of the grant project); non-capital expenses (e.g., research, legal services)
- Volunteer time (with documentation) calculated at the current rate of volunteer time set by the organization Independent Sector: https://independentsector.org/research/value-of-volunteer-time/
- Donated professional or construction services (with documentation) calculated based on the individual's customary hourly rate and reasonable
- Donated materials (with documentation)
- Discounted materials (clear breakdown of market price and applicable discount must be provided

Exhibit 4: Maryland Department of Natural Resources Project Information Form

If your project will take place on land owned by the Maryland Department of Natural Resources (DNR) (regardless of your property management arrangement with DNR), you must obtain approval for your proposed project prior to submission of your application. The following information is required – see below for full instructions on completing this form, and how to submit to DNR. An electronic version of this form is available for download on the program website.

- Project Name:
- Project Number:
- Applicant Name:
- Applicant Address:
- Land Unit:
- County:
- Region:
- Project Lead:
- Project Type:
- Project Review
- Customer Type:
- Request Type:
- Critical Area:
- Master Plan:
- Date Prepared:
- Prepared By:
- Contact Phone:
- Contact E-Mail:
- Review Due:
- Project Description:
- General Site Conditions:
- Project Considerations:
- Location Map or Vicinity Map:
- Site Plan:

Please submit the PIL, map, and site plan to the appropriate manager of the Land Unit where the project will occur. Please carbon copy Shane Johnson at Shane.Johnson@maryland.gov

Detailed Instructions for Submitting Projects for Internal Review by Department of Natural Resources

Project Information Form (PIL): Applicants should fill out the highlighted areas on the Maryland Department of Natural Resources (DNR) application as indicated. The top part is information we need for the DNR electronic database. It allows us to generate reports and track our workload.

Project Description: This is the "who, what, where, when, why, and how" of the project. It should include information such as: How long will the project last? Where is the project located? How are you proposing to access the site, and how often? Who will be involved? Are there environmental impacts? Is the project temporary or permanent? Is a public right-of- way or construction easement needed? And most importantly, why is the project needed?

General Site Conditions: Describe the existing physical features of the site such as topography, soils, vegetation, drainage, etc. This will help our reviewers to get a "feel" for the site and surrounding area as well as locate it on our own mapping system in order to document land use changes. If there are known sensitive environmental areas (e.g., wetlands, floodplain, streams, creeks, rivers, etc.), please let us know on the form. Is the project site on (or eligible for) the National Register of Historic Places? Etc.

Project Considerations: Include anything else that a reviewer might need to know: Is there a special event planned, and the project must be completed by a certain date? Is there a local official pushing for it or a "friends" group that is involved? Will an outside entity be doing the work (contractor), and if so, who is it? Is this project mandated (i.e., a consent order or other legal requirement to complete the project)?

Location Map or Vicinity Map: This should be a map of the general area with some specific landmarks, such as major and minor roads and towns. It can be an ADC Map, a Google Map, a street map, with a circle on it, or map generated from a State GIS system such as MERLIN: http://dnrweb.dnr.state.md.us/MERLIN/. We need to know how to get to the site from locations outside of the immediate property boundaries. Some reviewers may not be familiar with every DNR property, so please include a complete street address with zip code on the map or PIF. If there is no street address, provide a note and give the address of a nearby location.

Site Plan: This is a plan view drawing of the project showing the specific project site. It is very helpful if it is drawn to scale. It should match what is written in the PIF as far as dimensions, connections to other infrastructure, and impacts to the landscape as far as clearing, grading, etc. It should have a North arrow. It can include notes as needed to make things clear. If a researcher is setting up a net or trap structure, a drawing or photo of the equipment is helpful. If infrastructure work is planned, please include specifications.

Project reviews take 30 to 60 days. If you have any questions, contact Shane Johnston, Project Review Gatekeeper, at 410-260-8387 or by email at: Shane.Johnston@maryland.gov.

Exhibit 5: Project Budget

Sample Budget and Instructions

Item #	Work Item (Description)	Capital Grant Funds Requested	Applicant Proposed Cash and In-Kind Match	Other Project Funds (State and non-State funds)	Total Project Funds
1	ARCHITECTURAL & ENGINEERING SERVICES	$0.00	$7,000.00	$0.00	$7,000.00
2	MASONRY REPAIRS & REPOINTING (FOUNDATION)	$7,000.00	$5,000.00	$1,000.00	$13,000.00
3	CARPENTRY (WINDOW REPAIRS)	$8,000.00	$7,000.00	$0.00	$15,000.00
4	ROOFING (DOWNSPOUTS & GUTTERS)	$4,000.00	$0.00	$0.00	$4,000.00
	TOTALS	**$19,000.00**	**$19,000.00**	**$1,000.00**	**$39,000.00**

"Capital Grant Funds Requested" Column

- The total amount of funds requested must be in even $1,000 increments.
- The maximum grant award is $100,000. The minimum grant request is $10,000.
- See Grant Guidelines for complete information about eligible costs and matching funds.
- All grant funds AND matching funds must be spent on the scope of work you have defined in this budget.

"Applicant Proposed Cash and In-Kind Match" Column

- Applicant match (cash and in-kind) may come from non-federal sources such as state or local government, corporate, institutional, and individual donations to provide direct funding for the proposed project or to provide in-kind services. In-kind match includes the cash value of donated materials, volunteer time and salary time put towards the project.

- Please note that federal funds cannot be used as match for this grant and should not be included anywhere on this budget sheet. Please only include this information in the application narrative.
- Funds already spent prior to a grant award cannot count as match; likewise work completed prior to a grant award cannot be covered by grant funds.
- Government entities, business entities, and individuals must match the grant dollar for dollar in cash and / or an equivalent value of in-kind services. In no case should a match in excess of a dollar-for-dollar match be proposed. For example, if the project you have defined will cost $250,000, you may request $100,000 in Historic Preservation Capital Grant funds, commit a $100,000 match, and include $50,000 as other project funds.

"Other Project Funds" Column

- Under this column include any non-federal funds the organization plans to commit to the project that are above and beyond the required match.

The "Budget" Tab is where you should include your grant project's budget. Your budget must be specific to your project. Do not simply duplicate the line items in the sample budget provided for your project's budget but use it as a guide. Complete the Project Budget Template and upload your Project Budget only and not the sample budget and instructions sheet.

Maryland Historical Trust
Maritime Heritage Grant Program
[Insert applicant name]
[Insert project title]
Budget Summary

Budget Item Category	Grant Funds Requested	Proposed Match Cash and/or In-Kind	Other Project Funds	TOTAL Project Funds
Personnel				$ -
Fringe Benefits				$ -
Travel				$ -
Supplies				$ -
Equipment				$ -
Contractual				$ -
Construction				$ -
Other				$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**

Budget Detail

Budget Item Category	Item/Description	Cost	Justification

**All costs must be reasonable, allowable, and allocable. For details on eligible and ineligible costs, please refer to the grant guidelines.*