

Maryland Historical Trust Historic Preservation Capital Grant Program



GENERAL OVERVIEW



Program Webpage

<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>



[My Grant Account](#)

Quick Links

[Guidelines and Resources](#)
[2023 Awardees](#)
[Current Funding Opportunities](#)
[Grant Application "Quick Start" Guide](#)

Historic Preservation Capital Grant Program

The Historic Preservation Capital Grant Program promotes the acquisition, restoration, and rehabilitation of historic properties in Maryland. Eligible properties are limited to those which are listed in or determined eligible for the National Register of Historic Places, either individually or as a contributing structure within a district. The program typically receives an annual appropriation of \$600,000 for grants per year. Applications for the Historic Preservation Capital Grant Program are typically available in February and due in mid-March, with decisions made by July every year.

Eligible Applicants

The Historic Preservation Capital Grant Program provides grants of up to \$100,000 to nonprofits, local governments, businesses, and individuals for eligible projects. All applicants except for nonprofit organizations are required to provide a dollar-for-dollar match.

State and federal government entities are eligible to apply as nonprofits; however, projects involving state and federally owned properties cannot comply with the requirement to convey a preservation easement to MHT and therefore are not expected to rank highly enough for funding.

Eligible Projects



Sotterley Plantation gatehouse project. Photo provided by Nancy Easterling.

Register Now for the Historic Preservation Capital Grant Program Webinars & In-Person Workshops

» REGISTER FOR A WEBINAR OR WORKSHOP

December 8, 2023

General Overview Webinar (Virtual), 1:30pm-3:30pm

December 14, 2023

In-Person Workshop, 1pm-3pm
100 Community Pl, Crownsville

January 10, 2024

In-Person Workshop, 11am-1pm
10515 Mackall Rd, St Leonard

January 18, 2024

General Overview Webinar (Virtual), 10am-12pm

February 7, 2024

Q&A Session (Virtual), 10am-12pm

February 28, 2024

Q&A Session (Virtual), 1pm-3pm

Registration forms close at noon the day before each event

Application Materials:

<https://mht.maryland.gov/Pages/funding/grants-capital-resources.aspx>

The screenshot shows the Maryland Historical Trust website. At the top is a navigation bar with a search box and links for Home, Funding, Research and Survey, Project Review and Protection, Planning, and Explore. Below the navigation bar is a banner image with the Maryland Historical Trust logo and the text "DEPARTMENT OF PLANNING Maryland Historical Trust".

On the left side, there is a sidebar with a "My Grant Account" button (indicated by an orange arrow pointing left) and a "Quick Links" section containing "Grants Programs" and "Historic Preservation Capital Grants".

The main content area is titled "Historic Preservation Capital Grant Program, Guidelines and Resources". Below this title, there is a section for "For Current Grantees" with links to "Grants Manual" and "Project Completion Report Template with Instructions".

Below the "For Current Grantees" section is a section for "For Grant Applicants" (highlighted with an orange border) containing links to "Grant Guidelines", "Sample Grant Application", "Sample Budget", "Property Owner Consent Letter Template", "Application 'Quick Start' Guide", and "DNR Project Information Form".

Below the "For Grant Applicants" section are two sections: "Webinar Recordings" (indicated by an orange arrow pointing right) with a link to "YouTube Playlist", and "Webinar Slides" (indicated by an orange arrow pointing right) with links to "General Overview" and "Application Workshop".

Agenda



Introduction

Eligibility + Competitiveness

Getting Started

Project Scope + Budget Requirements

Grant Administration

Selection Process and Criteria

Program Basics



- **Fund capital (construction-related) projects for historic properties**
- **\$600,000 available each year**
- **Maximum grant amount = \$100,000**
- **Suggested minimum grant amount = \$10,000**



B&O WB Tower, Frederick County

Application Timeline



Online application opens
in February

You must submit your online application by
11:59 pm on
in March

Eligibility



Eligible Applicants

Eligible Properties

Eligible Activities

Eligible Applicants



- Non-profit organizations
- Local governments
- Business Entities
- Private Individuals
- State and Federal agencies

*No restrictions on past applicants and past or current awardees
reapplying every year*

Non-Profit Organizations & Businesses

- **Must be registered and in good standing with SDAT**

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

Non-Profit Organizations

- **Submit your non-profit designation letter from the IRS**
- **Umbrella letters** (most common for religious and fraternal organizations)

State & Federal Government Agencies

- **Apply as a non-profit**
- **DNR Project Information Form**

Businesses & Private Individuals

- **Selection criteria usually favor non-profits and local governments**

Eligible Properties

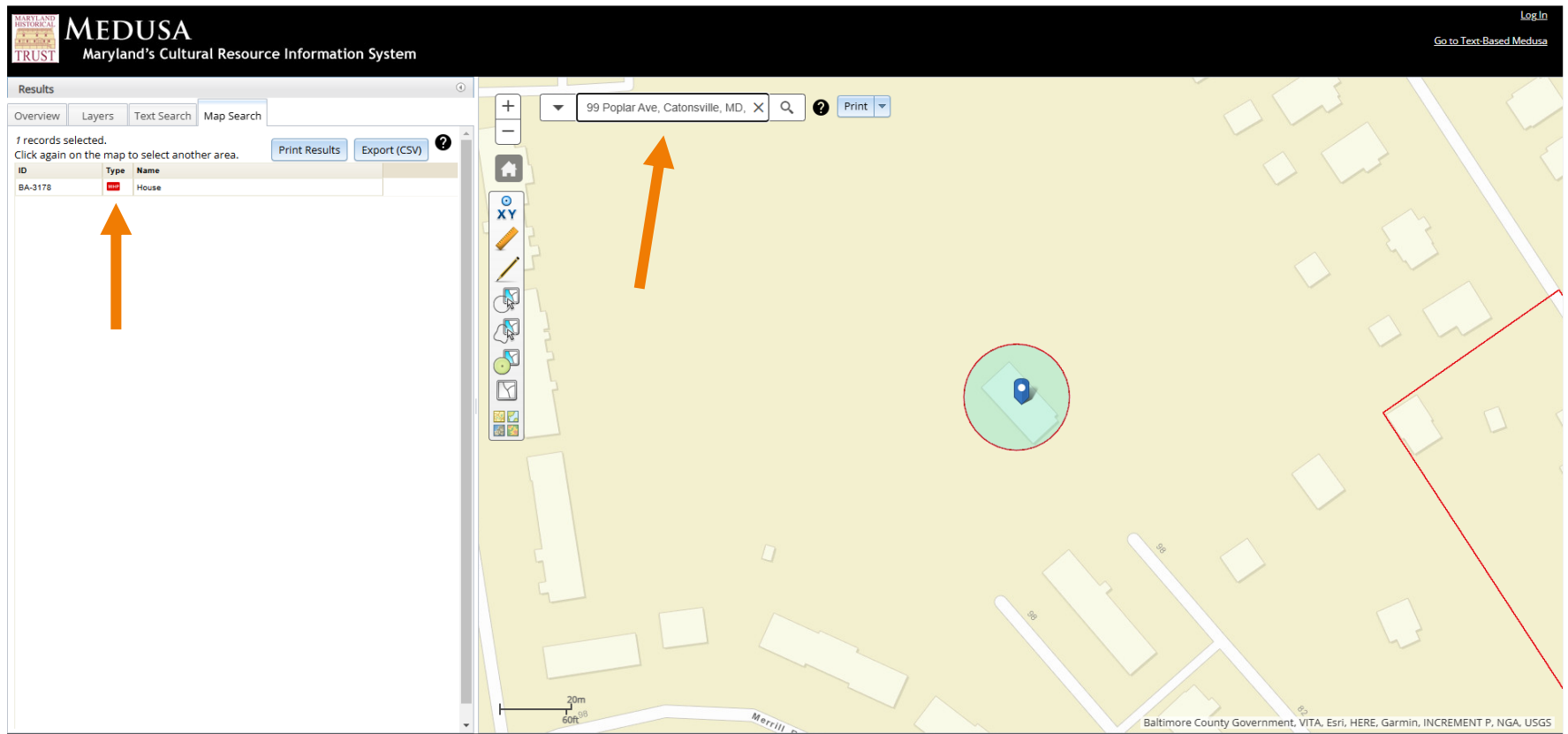


*Eligible or listed in the
National Register of Historic Places*



Christ Rock Church, Dorchester County

MHT's Medusa Cultural Resource Information System



<https://mht.maryland.gov/Pages/research/medusa.aspx>



DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

Medusa, Maryland's Cultural Resource Information System

[Search](#) | [Map](#) | [Reports](#) | [Back](#)

Maryland Inventory of Historic Properties
(Architecture)

[Log In](#)

General Information

[Print](#)

Inventory Number: BA-3178 Name: House ?
Other Names:
Documentation Status: On File ? ☐ No longer extant ?

Scanned Forms

[Open Scanned Inventory Form](#) Last Scan: 9/8/2011 ☐ Additional Info in Survey File ?

About the Resource

Comments: ?
See Also: ?

Address Information ?

Address: 99 Poplar Avenue
Town: Catonsville Zip Code: 21228
Counties: Baltimore County USGS Quad(s): Baltimore West

Related Records ?

Click on hyperlink to go to related record

☒ NRHP No NRHP Records
☒ Easement No Easement Records
☒ DOE No DOE Records

Historic or Survey District Information ?

Within NR listed or eligible district: ☐
Within Survey District: ☐

GIS/Map/Other Information

In map-based Medusa?: ☒ ?
Map Layer: MIHP ?
Material in Vertical File?: ?

Please note that some material is only available at the MHT Library in Crownsville, MD. This includes architectural reports (such as historic structures reports, and additional miscellaneous notes in the vertical files. Although scanned versions of the forms are available (see the "Open Scanned Inventory Form" link), consultants may also want to see the prints of photographs, etc. The presence of unscanned material is noted with a check in "Additional Info in Survey File," above).

Database Entry Information ?

Date Record Entered:

[Print](#)

Property Owner Consent is **REQUIRED!**



Your application will be rejected unless:

- You submit a letter of property owner consent – even if the owner and the applicant are the same.
- Use the template on the program webpage:

<https://mht.maryland.gov/Pages/funding/grants-capital-resources.aspx>

- MHT can confirm the property owner – you can check SDAT's property database online:

<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

Eligible Activities



- Acquisition
- Restoration/Rehabilitation
- Pre-development (non-profit and local government applicants only)

Acquisition

The acquisition of the property should directly contribute to its preservation.



*Iron Hill Cut Jasper Quarry
Archaeological Preserve, Cecil County*

Restoration / Rehabilitation

Construction work should emphasize protection of the property and/or repair of important original/historic features and materials



Clifton Mansion, Baltimore City + Hammond-Harwood House, Anne Arundel County

Pre-development

- Local govts. and nonprofits only
- Assessments and work recommendations necessary for a construction project
- Plans and specifications
- Archaeological investigations necessary for construction
- Architectural, design, and engineering services
- *Not feasibility studies or master plans*



Eligible Projects



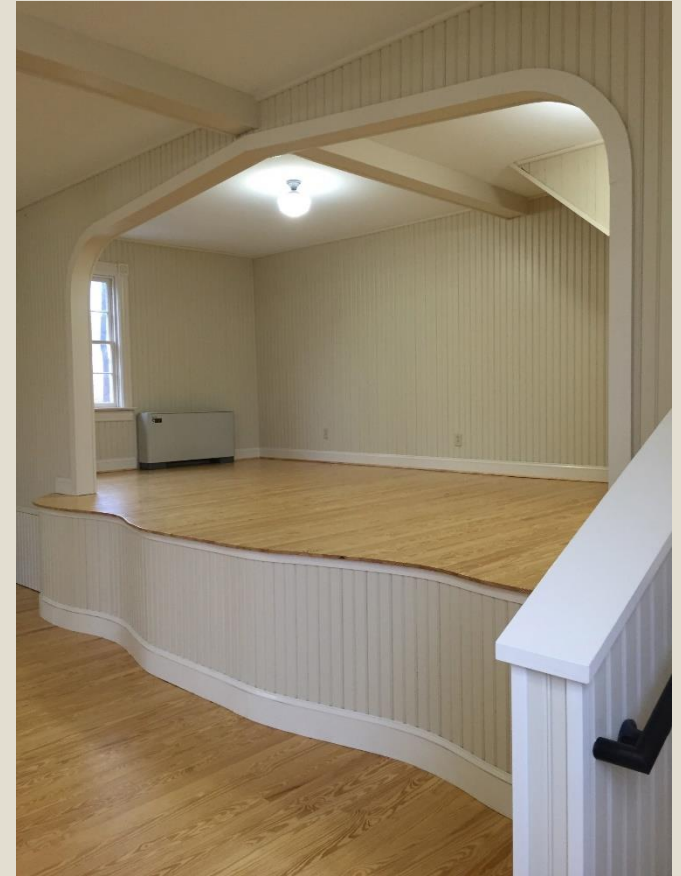
- Must involve capital expenditures.
- Improvements should last at least 15 years
- Projects must start after the grant is awarded.
- Projects must meet the Secretary of the Interior's *Standards*:

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

What are the Secretary of the Interior's *Standards*?



Sandy Spring Odd Fellows Lodge, Montgomery County



Your project must protect historic features.

Religious Properties



- Buildings used for religious purposes can receive funds for **exterior or structural work**
- Spaces that are not used for religious purposes may also be eligible for grant funds on interior work
- Work on objects with religious imagery is not eligible



Asbury M.E. Church, Easton

Cemeteries



- **Eligibility:** Cemeteries must demonstrate exceptional significance to be eligible for the National Register
- **Cemetery Project Examples:**
 - Repair and resetting of grave markers
 - Identification of unmarked burials (ground penetrating radar)
 - Cemetery conservation plan
 - Repair of historic paths, walls, fences



Westminster Cemetery, Baltimore City

What costs are ineligible?



Examples:

- Legal fees
- Insurance
- Staff salaries
- Maintenance
- Temporary exhibits
- Landscaping
- Work that is not bid per MHT requirements

(See Exhibit 3 in Grant Guidelines for a list of eligible and ineligible costs)

Competitiveness



All applications meet the basic eligibility requirements of the program, but what sets your application apart from all the others?

Most heavily weighted sections: Public Benefit, Significance, Project Description (level of preservation and urgency)

How to Get Started



Where to begin?



- **Check with MHT staff to confirm project and property eligibility**
- **Identify application items that may take a while...**
 - Letter of property owner consent
 - Letters of Support
 - Budget, collecting estimates
- **Create a schedule for yourself**
- **Check on local & state regulations**

Develop Your Project



- **Types of Projects:**
 - Acquisition?
 - Predevelopment?
 - Restoration/Rehabilitation?
- **Project Timeline** - Should the project be broken into phases?
- **Project Urgency:** What is the most urgent work that needs to be done?
- **Level of Preservation:** Follows the *Standards* and protects historic features?

Construction Project Description



- What construction work do you plan to complete?
- Is the work eligible? Meet the *Standards*?
- Discrete phase of work; final phase?
- Be clear about what work the grant will pay for.
- Can reviewers understand the work based on your description?
- Should match your budget line items

Project Schedule



- Ready to begin after the grant is awarded?
- What are the phases of your project?
- What deadlines do you need to meet?
- Have you included time for design, permits, conveying an easement, and hiring a contractor?
- Can you finish within the 2-year grant period?

Photos!



Photos help reviewers understand your property and proposed project.



Jane Gates Heritage House, Allegany County

Significance



- Provide a compelling and complete picture about the significance of the property. (include inclusive history)
- Reviewers may not be familiar with your site or project, paint a picture.
- What history can you provide that is not in the MIHP or National Register Nomination form?
- Community significance and meeting the occupant organization mission through stewardship of the site
- *No theme question for this grant round*



Calvin B. Taylor House, Worcester County

Public Benefit and Impact

- How does (or will) your site contribute to increase public awareness and understanding of Maryland's history?
- What is the interpretation focus of your site? *Emphasis on underrepresented communities.*
- Property use and accessibility by the public and individuals with disabilities.
- Benefit of project or property to the local community?



Mount Clare Museum, Baltimore City

Application Budget



Sample Project Description and Scope of Work




Construction Project Description

The fellowship hall rehabilitation project began with a roof repair last year. The next phase of work will continue the exterior rehabilitation of the hall. The brick foundation piers will be repointed with appropriate mortar. The historic wood window frames and sashes will be repaired. The gutters and downspouts will be replaced, and the entry ramp will be upgraded to be ADA-compliant. The final phase will include interior work on the floors and bathrooms.

Grant Project Scope of Work

- architectural drawings for phase two
- repoint foundation piers
- repair historic wooden windows
- replace gutters and downspouts
- bring entrance ramp into ADA compliance



**Your budget
should correspond
to these items!**

How do I develop my budget?



- Have you gotten a rough estimate from an architect or contractor?
- What other project funds and resources are available besides MHT funding?
- Can your organization manage the project? Do you need to hire a project manager or architect?

Match Requirements



- All applicants EXCEPT non-profit organizations must provide 1:1 match
- Match can be cash and/or in-kind, but must relate directly to the grant project
- State funds cannot be used as match

Filling in the Budget Spreadsheet

enter the name of your project here

Historic Preservation Capital Grant Application Budget

Item #	Work Item (Description)	Capital Grant Funds Requested	Applicant Proposed Cash and In-Kind Match	Other Project Funds (non-state funds)	Total Project Funds
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$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
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00

My Project's Budget Sample Budget and Instructions

Please upload the budget spreadsheet as an Excel file

Filling in the Budget Spreadsheet

enter the name of your project here

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TOTALS		\$0.00	\$0.00	\$0.00	\$0.00

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Grant Administration



Grant Administration Schedule



- February: Application goes live
- March: Application deadline, 11:59 pm (online)

The following dates are approximate:

- June: Grant awards announced
- August: Grant Agreements completed
- June the follow year: Project completed

The initial paperwork takes time! After grants are awarded, it may take several months to finalize the required legal documents, such as conveying an easement, and begin construction.

Easements



*Wallace Office
Building,
Dorchester County*

Program *requires* conveyance of an easement.

What is an Easement?



- A preservation easement is a legal contract between MHT and the property owner.
- The easement is recorded in the local land records. Term limited.
- The easement usually protects buildings, structures, and associated archaeological resources on the property.
- Requires MHT approval of work on your property before it begins.

Easement – What Are the Owner's Responsibilities?



- The owner must notify MHT of any proposed changes to the property, within the easement boundary, for approval before work is undertaken.
- The owner must maintain the property in good condition.
- Insurance may be required – not covered by grant

Easements Cont.



- The owner must indicate willingness to convey an easement.
- The easement must be conveyed *before work begins or grant funds are disbursed.*

Legal documents related to drafting the easement are NOT eligible for grant funding or as match.

What else should I know if I get a grant?



- ALL work must be approved by MHT BEFORE construction starts
- Grant funds can only pay for contractors hired through a procurement process approved by MHT
 - NO sole-sourcing
- MHT can only pay the grantee, who will be responsible for paying contractors

Selection Process & Criteria



Grant Selection Process



After you submit your application...

- 1. MHT staff will confirm eligibility**
- 2. Grant committee will rank applications**
- 3. MHT Board of Trustees submits award recommendations to the Secretary of the Maryland Department of Planning**
- 4. The Secretary makes final award approval**
- 5. Award notifications are sent! (anticipated in June)**

Grant Selection Criteria*



- **Significance**
 - Historical and Community Significance
- **Project Description**
 - Level of Preservation
 - Urgency
 - Scope
 - Budget
 - Financial Capability
 - Schedule
- **Project Management**
 - Administrative Capability
 - Professional Capability

- **Public Benefit, Impact, & Local Commitment**
 - Public Benefit
 - Impact
 - Model
 - Access/ADA Accessibility
 - Education and Interpretation
 - Local Commitment
 - Leverage
- **Additional Criterion:**
 - Geographic Distribution

**See the Grant Guidelines for more information on these criteria.*

Contact and Program Website



Stacy Montgomery
Capital Programs Administrator
stacy.montgomery@maryland.gov

Historic Preservation Capital Grant Program website:
<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>