

# Welcome!

## FY2025 African American Heritage Preservation Program

### General Overview Webinar



# Today's Agenda

- Introduction
- Eligibility
- Getting Started
- Project Scope & Budget Requirements
- Grant Administration
- Selection Process
- Q&A



# Program Background



[africanamerican.maryland.gov](http://africanamerican.maryland.gov)



# Maryland

DEPARTMENT OF PLANNING  
MARYLAND HISTORICAL TRUST

[mht.maryland.gov](http://mht.maryland.gov)



# Program Basics

- Grants fund construction-related projects
- Properties important to Maryland's African American history and culture
- Maximum grant = \$250,000
- \$5,000,000 available each year



# Application Deadline

You must submit your online  
application online by  
11:59 pm EST on  
**July 1, 2024**



# Eligibility Overview



# Eligible Applicants

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



# Tips for Applicants

- Non-profits and businesses must be registered with SDAT
  - <https://egov.maryland.gov/BusinessExpress/EntitySearch>
- State and Federal agencies apply as non-profits





# Eligible Properties

- Properties important to Maryland's African American history or culture
- Historical designation is NOT required



# 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
- MHT can confirm the property owner
  - Check [SDAT's property database](#) online



# Eligible Activities



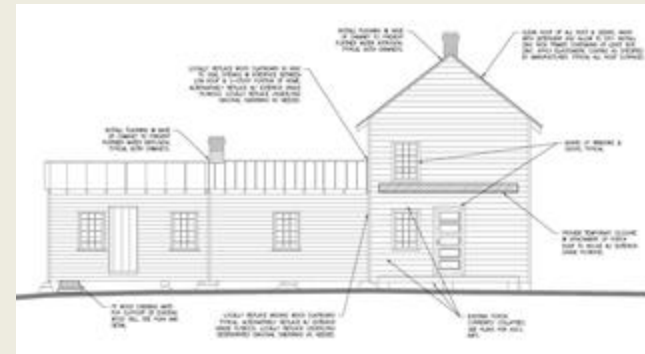
Acquisition



Rehabilitation



New Construction



Pre-development  
as part of a capital project



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



*Your project must protect historic features.*



# Sample Ineligible Costs

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



# Religious Properties

- Religious sites can receive funds for exterior or structural work
- Repairs to religious imagery are not eligible
- Work on interior spaces that are not used for religious purposes may be eligible



Asbury M.E. Church, Easton



# Cemeteries

- Cemetery Project Examples:
  - Repair of grave markers
  - Identification of unmarked burials (GPR)
  - Repair or install paths or walls / fences
  - Cemetery conservation plan
- Be sure to confirm ownership!



Tolson's Chapel, Sharpsburg



# Getting Started





# Where to begin?

- Identify application items that may take a while...
  - Letter of property owner consent
  - Letters of support
  - Budget
- Create a schedule for yourself to finish on time!



# Develop Your Project

- Types of Projects:
  - Acquisition?
  - New construction?
  - Repair / renovation?
  - Pre-development?
- Project Timeline: Should the project be broken into phases?
- Project Photos: Submit at least 10 clear and compelling photos in a Word Document
- Project Urgency: What is the most urgent work that needs to be done?



# Project Description

- What construction will you do?
- Does your description paint a picture for reviewers?
  - Tip: Don't just say, "stabilization" or "building repair." What area of your property specifically needs repair?
- Be clear about what the grant will pay for.
- Is all work eligible?




# Project Description

## 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 match these items!**



# Developing Your Budget

- Get a rough estimate from an architect or contractor.
- What funds and resources do you have?
- Can you manage the project or will you hire an architect or general contractor?



# Match & Other Project Funds

- Match requirement has been **ELIMINATED** for ALL applicants! No match is required.
- Any other funds you are providing please list under “Other Project Funds”.
- Please make sure to include any additional state funds received in "Funds" category.



# Budget Spreadsheet

## SAMPLE Budget

### AAHPP Grant Application

Item #	Work Item (Description)	AAHPP Grant Funds Requested	Other State Funds (State Bond Bill)	Other Project Funds (non-state only)	Total Project Funds
1	ARCHITECTURAL & ENGINEERING SERVICES	\$0.00	\$12,000.00	\$4,000.00	\$4,000.00
2	MASONRY REPAIRS & REPOINTING (FOUNDATION	\$6,000.00		\$1,000.00	\$15,000.00
3	CARPENTRY (WINDOW REPAIR)	\$8,000.00		\$4,000.00	\$12,000.00
4	ROOFING (DOWNSPOUTS & GUTTERS)	\$2,000.00		\$0.00	\$2,000.00
5	ADA COMPLIANCE (ENTRANCE RAMP)	\$2,000.00		\$2,000.00	\$4,000.00
6					
7					
8					
9					
<b>TOTALS</b>		<b>\$18,000.00</b>	<b>\$12,000.00</b>	<b>\$11,000.00</b>	<b>\$37,000.00</b>



# Project Schedule

- Will you be ready to start as soon as the grant paperwork is complete?
  - Note: 1<sup>st</sup> step is MHTs procurement process for Architects or Contractor
- What are the phases of your project?
- Have you included time for design, permits, and hiring?
- Can you finish within the 2-year grant period?





# Project Urgency

- Why is your project urgent?
- Does your property have other urgent needs?
  - Tip: don't ask for a new bathroom if your roof is leaking!
- Is there a time-limited opportunity?



# African American Historical Significance

- How will your project benefit and teach the public?
- How will your project increase knowledge of African American history and culture in Maryland?



Bethel AME Church, Easton



# Grant Administration



# Grant Administration Schedule

**July 1, 2024:** Applications due 11:59 pm EST

The following dates are approximate:

- **December 2024:** Grant awards announced
- **December 2024-March 2025:** Grant Agreements completed
- **January 2025- April 2025:** Initial Meeting with Project Monitor & Grantee
- **April 2025:** Begin MHT procurement for Architects or Contractor
- **December 2026:** Project completed



# Easements



*MHT will let grantees know if a preservation easement is required.*



# What is an easement?

- An easement is a legal contract between MHT and the property owner.
- The easement is recorded in the local land records.
- The easement usually protects buildings, structures, and associated archaeological resources on the property.



# Easement – What Are the Owner’s Responsibilities?

- The owner must get MHT approval of before any work is started.
- The owner must maintain the property in good condition.
- Insurance may be required.



# Easements & Grants

- Owner consent letter must state willingness to convey an easement.
- The easement must be conveyed before work begins or grant funds are released.
- Legal fees related to drafting the easement are NOT eligible for grant funding or as match.
- For more information contact [mht.easements@maryland.gov](mailto:mht.easements@maryland.gov) or visit <https://mht.maryland.gov/Pages/easement/easement.aspx> or watch the [Easement Webinar](#).





# What else should I know if I get a grant?

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



# Selection Criteria & Tips



# Selection Criteria\*

- Significance & Need
  - Significance of project
  - Urgency
- Project Design
  - Project scope & protective value
  - Project goals
  - Project budget
  - Financial capability
  - Project schedule
- Project Management
  - Administrative capability
  - Professional capability
- Public Benefit, Impact, & Local Commitment
  - Public benefit
  - Educational & Demonstration Value
  - local commitment
  - Leverage
- Special Initiatives
  - Relationship to ASALH theme “African Americans and the Arts”
  - Geographic distribution

*\*See the Grant Guidelines for complete descriptions of these criteria.*



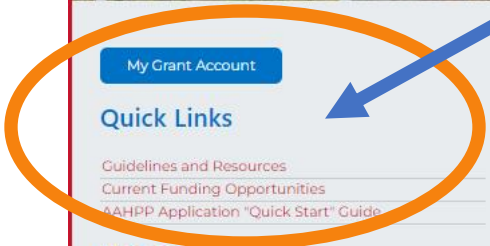
# Tips for a Successful Grant Application

- What are your goals for the project? How do they relate to the goals of MCAAHC and MHT?
- Show how your project/property will be sustained into the future
- Demonstrate local support for your project
- Review the Grant Guidelines
- Clearly and concisely state all responses. Make it easy for us!



# Online Resources:

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



## African American Heritage Preservation Program

The FY24 grant round for the African American Heritage Preservation Program is closed. Awardees will likely be notified in December. The application for the next grant round will be available in April 2024.

The African American Heritage Preservation Program (AAHPP) provides grants to assist in the preservation of buildings, sites, or communities of historical and cultural importance to the African American experience in Maryland. The AAHPP is administered as a partnership between the Maryland Historical Trust and the **Maryland Commission on African American History and Culture (MCAAHC)**. The program typically receives an annual appropriation of \$5,000,000 for grants per year. Applications for the AAHPP are typically available in early April and due July 1, with decisions made by December every year.



Sandy Spring Odd Fellows Lodge in Sandy Spring, Montgomery County.

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### Register Now for the African American Heritage Preservation Program Webinars and In-Person Workshops

- March 27, 2024**  
In-Person Workshop from 10:30 AM – 12:30 PM  
The Banneker Douglass Museum (Annapolis)
- April 23, 2024**  
Webinar from 10:30 AM – 12:30 PM (Virtual)
- May 10, 2024**  
In-Person Workshop from 11:30 AM – 1:00 PM  
The C. Burr Artz Public Library (Frederick)
- June 3, 2024**  
Webinar from 10:30 AM – 12:30 PM (Virtual)

» [Register for a Webinar or Workshop](#)

## Eligible Applicants

The AAHPP provides capital grants to nonprofits (state and federal government entities may apply as nonprofits), local governments, businesses and individuals for eligible projects.

## Eligible Projects

All projects must be related to African American history, culture, or heritage in Maryland. Applicants may apply for grants of up to \$250,000 for the following types of projects:

- Acquisition
- Rehabilitation / capital improvements
- New construction
- Predevelopment costs such as studies, surveys, plans and specifications, and architectural, engineering, or other special services directly related to pre-construction work for a capital project

Work, or a discrete phase of work, that is already underway or completed is not eligible for grant funding. A complete list of eligible and ineligible costs is available in the [Grant Guidelines](#).

Projects are subject to MHT review and must comply with the Secretary of the Interior's Standards for Treatment

# Guidelines and Resources:

[https://mht.maryland.gov/grants\\_africanamerican.shtml](https://mht.maryland.gov/grants_africanamerican.shtml)

DEPARTMENT OF PLANNING  
Maryland Historical Trust

Home Funding Research and Survey Project Review and Protection Planning Explore

My Grant Account

## Resources

Grants Programs  
African American Heritage Preservation Program

## African American Heritage Preservation Program, Guidelines and Resources

### For Current Grantees

- Grants Manual
- Project Completion Report Template with Instructions

### For Grant Applicants

- Grant Guidelines
- Sample Grant Application
- Sample Budget
- Property Owner Consent Template
- AAHPP Application "Quick Start" Guide
- DNR Project Information Form

### Policies and Regulations

- Emergency Grants Policy

### Training and Webinars

- MHT's YouTube Channel
- FY 2024 General Overview Slides
- FY 2022 Intro to Proposal Writing Slides

### Past Awardees

- FY23 Awardees
- FY22 Awardees
- FY21 Awardees
- FY20 Awardees

# Contact Info

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