

FY 2025 MHAA Block Grant Application

Instructions & Project Contact Person

FY 2025 MARYLAND HERITAGE AREAS PROGRAM BLOCK GRANT APPLICATION

Application Deadline (online submission):
11:59 pm May 17, 2024

The **Maryland Heritage Areas Program Block Grants** have a specific purpose: To fund smaller (compared with MHAA Project Grants), non-capital grants that will be awarded by the Heritage Areas to organizations conducting projects within the Heritage Areas' boundaries. These smaller grants are often referred to as "mini-grants."

Please read the following instructions before beginning your application:

- This grant application is for **block grant funds to be awarded as NON-CAPITAL mini-grants**.
- Funds awarded in this application round will be available no sooner than July 11, 2024.
- Please review the **Block Grant Guidelines** before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on May 17, 2024**.
- **Please note that all questions with a red asterisk (*) require answers.** You will not be allowed to submit your application without first answering these questions, or uploading the required documents.
- When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail.

Notes on completing the online application:

- Please review the **"Quick Start" guide** available **HERE** before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact andrew.arvizu@maryland.gov.

Acknowledgement

Please click this box to indicate that you have read and understand the MHAA "Fiscal Year 2025 Block Grant Guidelines," available [HERE](#) and can provide the administrative and managerial oversight needed to complete the proposed project.

No

Overview

Organization Name

Legal Name

This may be the same as your organization name but the name provided must match EXACTLY the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). You can check your organization's legal name by clicking [here](#).

Tax ID / Federal Employer Identification Number (EIN)

For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567.

Grant Project Title

FY 2025 Block Grant

Heritage Area

In which county or counties will mini-grants be provided?

Select all that apply.

Project Contact Person

This is the person who will receive all correspondence, notifications and reminders regarding the grant.

Prefix

First Name

- Select One -

Last Name

Title

Contact Address

City **State**
 - Select One -

Zip Code

Contact Phone

Extension

E-mail

Questions & Sample Documents

Mini-Grant Process and Timeline

Grant Funds Requested

The minimum amount you can request for an MHAA Block Grant is \$5,000, and the maximum amount you can request is \$25,000. Round up to the nearest dollar.

Required Match

A one-to-one total match equal to the amount of your request is required. You may provide any combination of cash and in-kind match from non-state sources. State employee time is eligible as a match.

Total Anticipated Project Cost

Click the calculator to autofill. If the calculator is not working, check to make sure you haven't included any symbols, including dollar signs or decimals, in any of the number fields above.

0.00

How will you be providing match for your mini-grants?

Will you be requiring your awardees to provide match documentation? Will you be providing the match from another source (or set of sources)?

Describe your process for soliciting mini-grant applications and awarding mini-grants.

Include information about your timeline, communications, review criteria, and selection process.

Mini-Grant Application Form

Please upload a blank version of the form (or list of questions) you plan to ask mini-grant applicants to complete.

Mini-Grant Agreement or Award Letter

Please upload a sample version of the grant agreement or award letter you plan to use for your mini-grant award process. If you are requiring your mini-grant recipients to provide match, be sure the matching requirements are clearly stated in your mini-grant agreement or award letter.

Release & Consent

Release and Consent

MHT/MHAA regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT/MHAA for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings. MHT/MHAA does NOT share applicants' financial information unless required to do so by law.

Photographs of the project which have been taken by MHT staff may also be made available to the public.

In rare cases, application information may be requested under Maryland's Access to Public Records Act (the "Act").

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the Project for which I have received financial assistance, and I hereby authorize MHT/MHAA to print, publish or post pictures of the Project and to make application materials available to the public.

If you consider information in this application confidential and do not want it made available to the public, please indicate your objections in writing and upload your letter below.

Upload your letter of objection, if applicable, here.

I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act.

Do not check the box if you have uploaded a letter of objection.

No

Legal Authorization

I certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization.

No

Full Name of Legally Authorized Submitter

This must be someone legally authorized to sign for your organization.