Maryland Historical Trust's Grant Application System
Quick Start Guide for AAHPP & Historic Preservation Capital Grants

This quick start guide will provide you with a brief overview of how to access and use the Maryland Historical Trust's (MHT) online Grant Application System. This guide is divided into three sections – **Creating an Account, Completing the Application,** and **Sharing and Collaborating on Applications.**

Please note, MHT launched a new grant application portal in 2025. The new online grant portal is designed to simplify the grant application and reporting process for all of our funding opportunities.
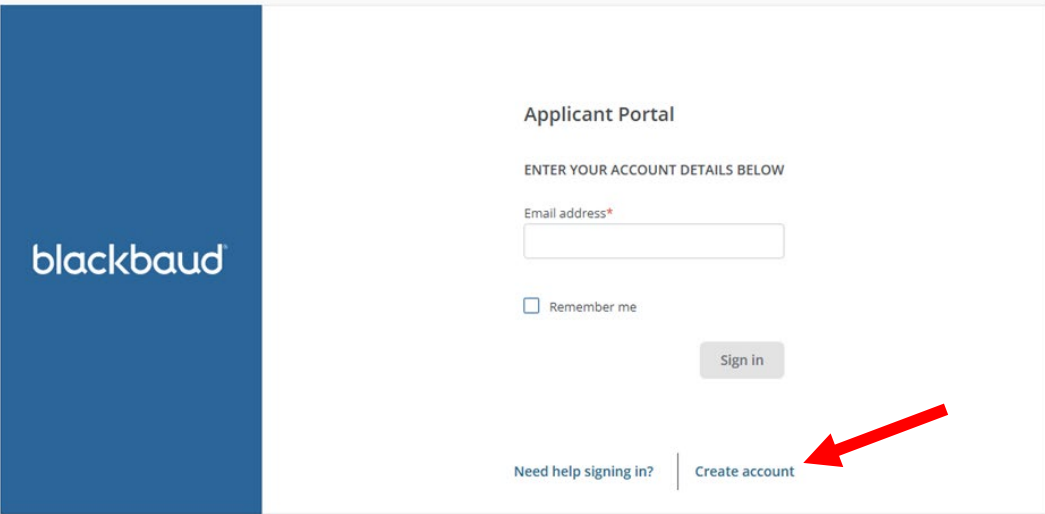
> *Note – We recommend you use **Internet Explorer, Firefox** or **Safari** as your web browser when accessing the online grant application system. If you are using **Chrome**, please ensure that you have the most current version installed; otherwise, you may encounter errors.*

Start by accessing the online grant application system here:

[My Grant Account]

Creating an Account

MHT has launched an entirely new applicant portal to be used for submitting grant applications and reports. Please note, that all applicants – **NEW AND RETURNING** – will need to create a new account with MHT's Grant Application System. Click on "Create account".

MHT's new applicant portal allows you to create an account using SSO, Google, Apple, or email. **We recommend using "Continue with Email".** Please note that the email used to create your account will be the same email address you use for all future logins. MHT will use this same email address for all correspondence related to your grant request.
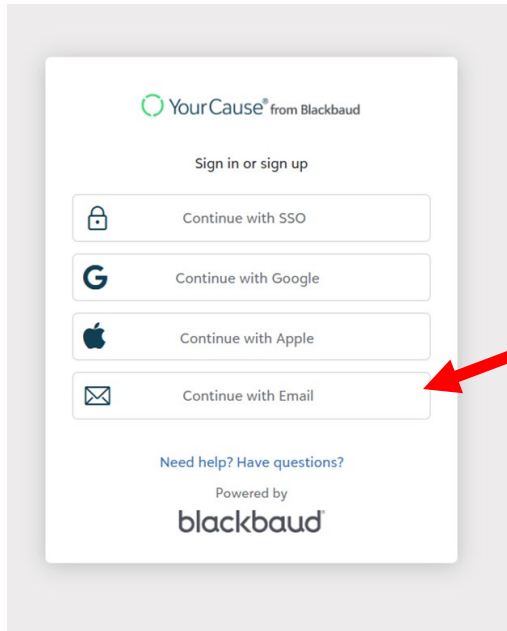

If you choose to sign up using SSO, Google, or Apple, follow the screen prompts to create a new account.

Enter your email address and click "continue", the screen will advance and allow you to click "send confirmation code" which the system will send to the email you entered on the previous screen. If you do not receive this email, check your spam folder or try entering your email address again and following the prompts on the screen.
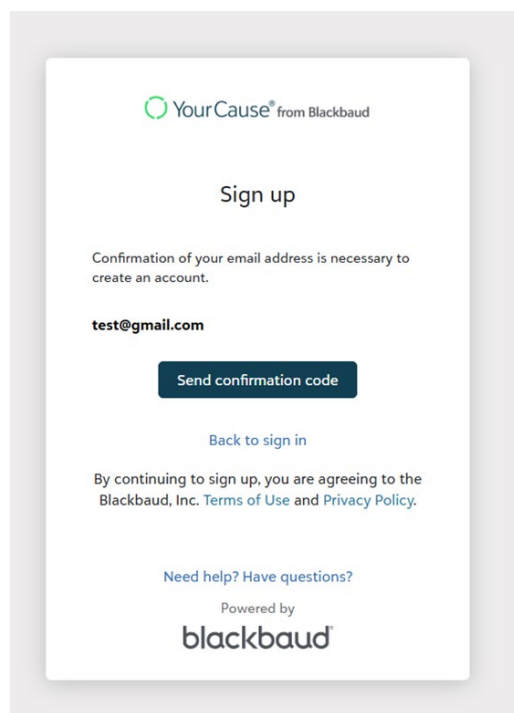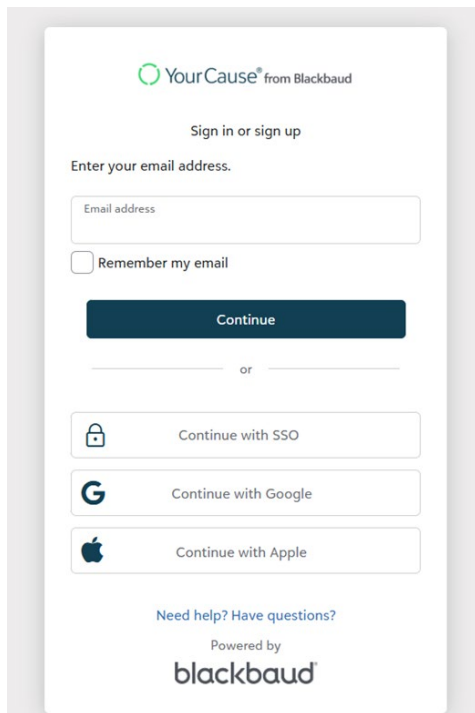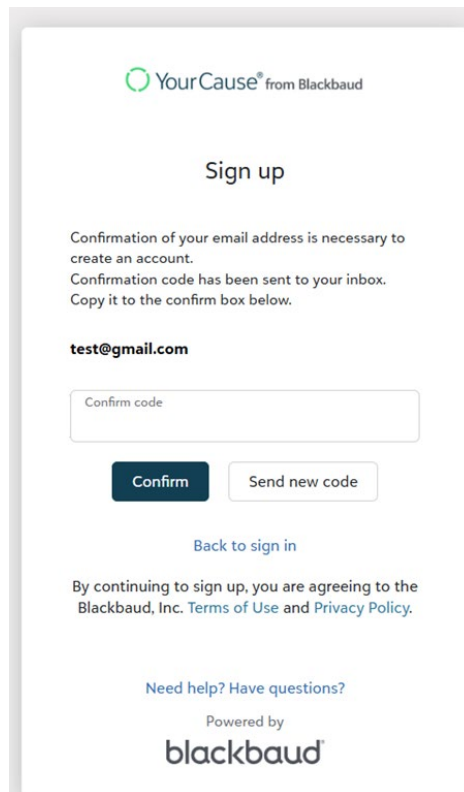
Check your email for the confirmation code from Blackbaud.

From: Blackbaud <noreply@blackbaud.com>
Date: November 8, 2024 at 12:06:06 PM EST
To: test@gmail.com
Subject: Verify your email address
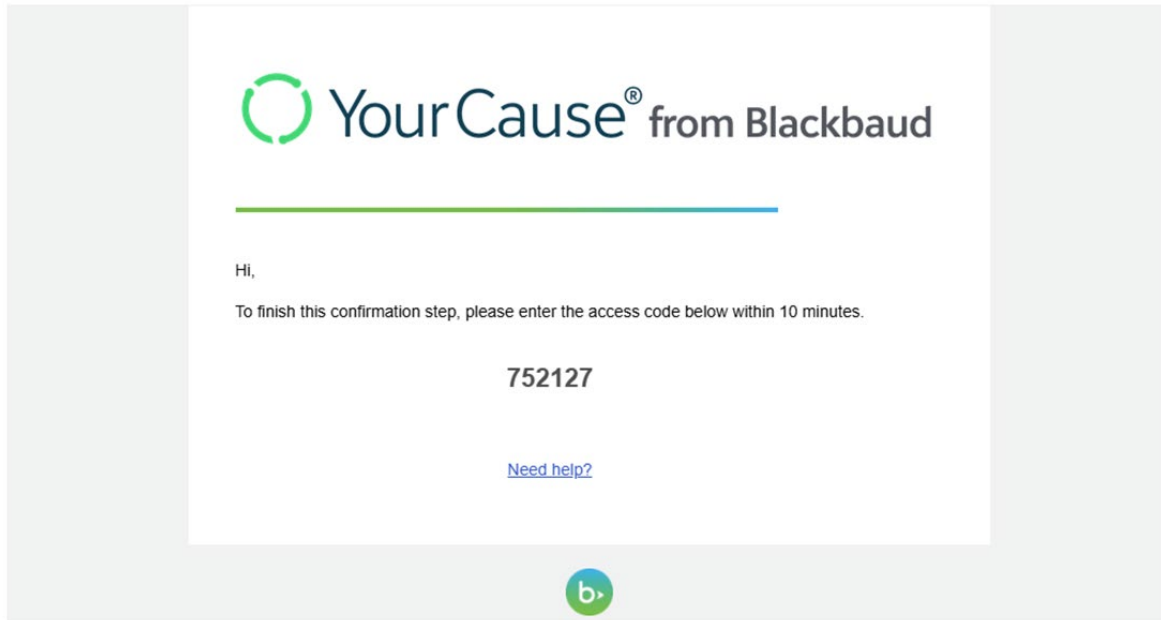
Enter the code that you receive in your email inbox into the "Confirm code" box on the sign up screen and click "Confirm".

Once confirmed, you will need to set a password. This will be the same password that you will use for all future logins to the online grants portal. Write this password down so you can remember it.

Please note the requirements: it must contain at least 12 characters and contain at least three of the following – a lowercase letter, capital letter, number, or special character.

That password will then need to be confirmed on the following line. If the passwords do not match, you will receive an error message and will need to re-enter your passwords until they are the same. Then enter your first and last name and click "Sign up" at the bottom.

When you first login, your "My Applications" home screen will be blank. Until you begin a new application, this screen will not show any grant opportunities, drafts, or submitted applications. ***With the migration to the MHT's new online grants portal, returning users will lose access to all of their previous application history with MHT.***
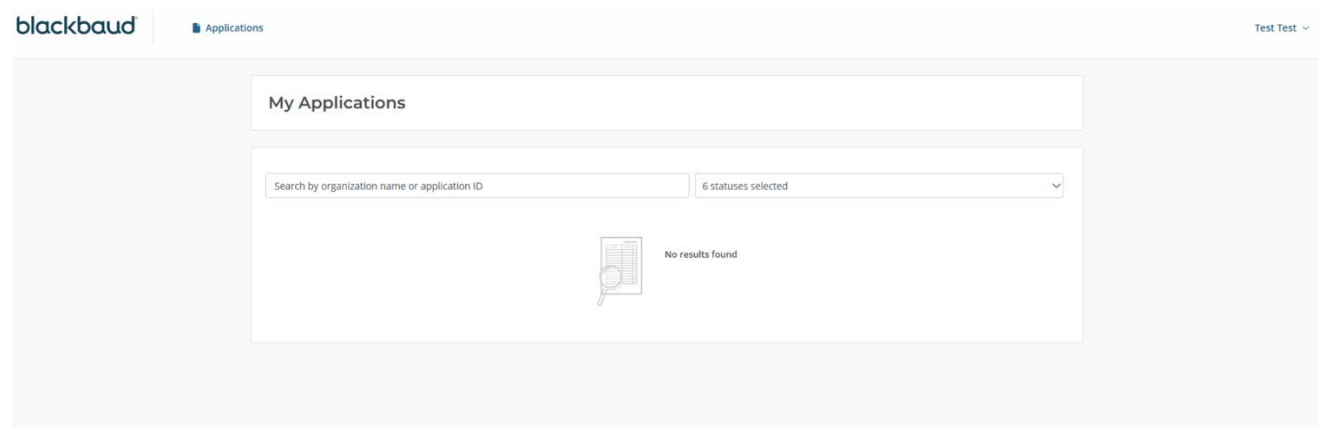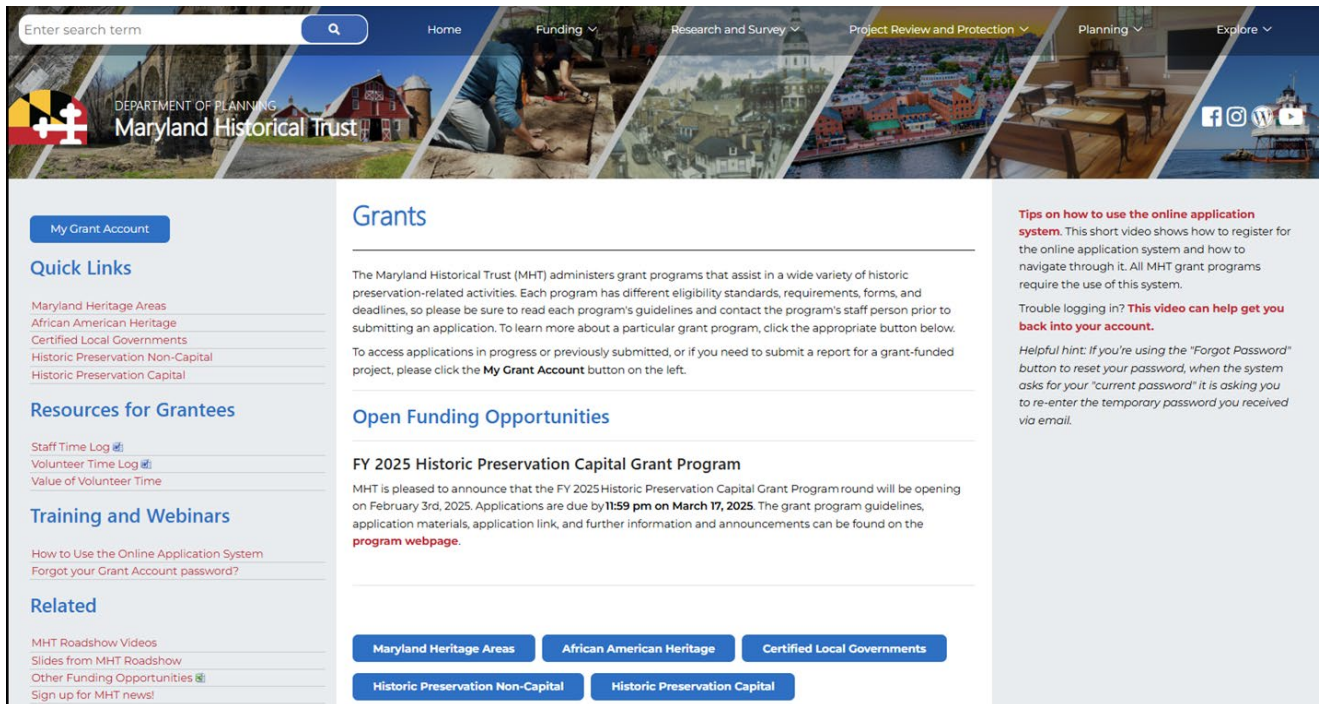
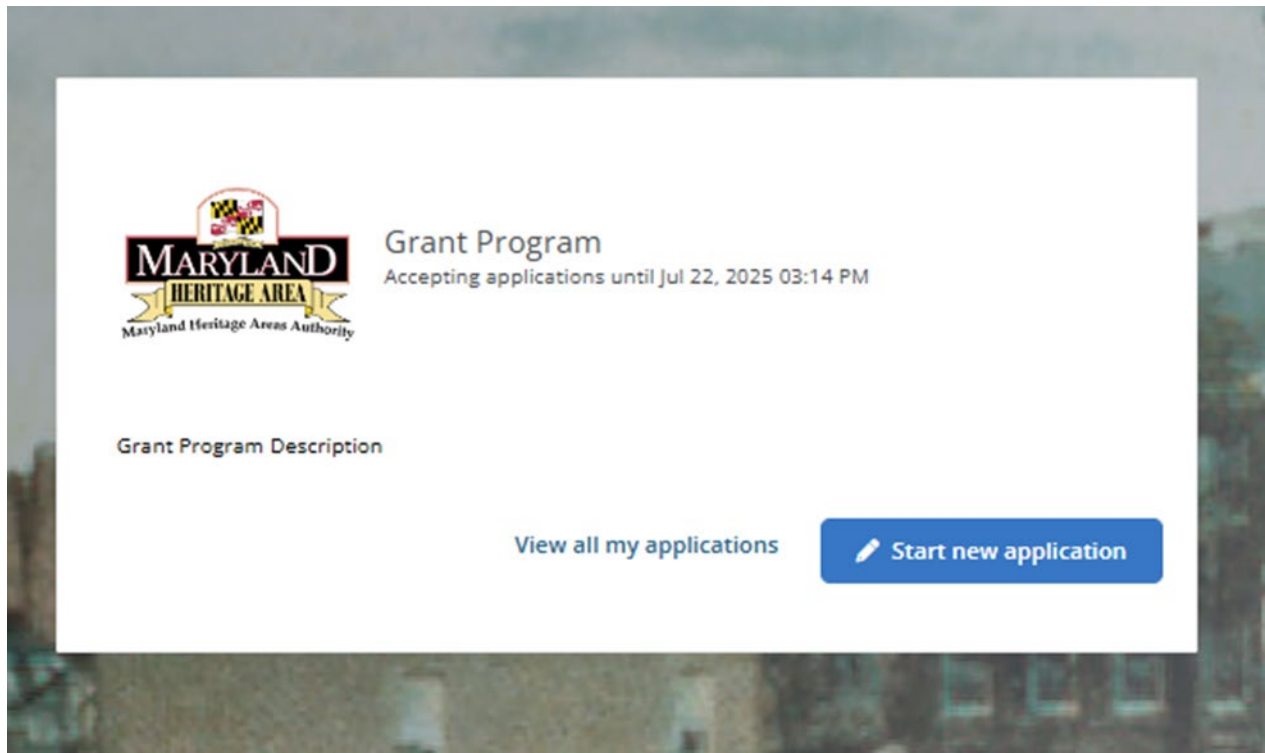## Completing the Application

Introduction to the Application

New applications must be started from [MHT's website](#) – **you will not be able to start a new application within the portal.**

To begin a new application, navigate to the Grants page on MHT's website – you can get here by going to MHT's official website mht.maryland.gov. At the top of the screen, hover over "Funding" to reveal drop down options. Select "Grants" which will bring you to the Grants page. Here you will see open funding opportunities. Clicking an open opportunity will take you to the program page which will have information about the grant round including deadlines, eligibility and more.

From the grant program page click "Apply Now" to begin a new application. This will open a new application in the grants portal – if you are not logged into the portal before clicking the "Apply Now" button, follow the on-screen prompts to login. Once logged in you will see the grant program and the option to "View all my applications" or "Start new application". Follow the on-screen prompts to start a new application.

The application has multiple pages or tabs where you are required to enter information. These pages are displayed along the top. You can navigate between these pages while you are working through your application draft. You can click next at the bottom of a section to advance the application form. Autosave is a new feature of this online grants portal – you will see the saved status displayed on the bottom left of each form page. In addition to answering the questions in the spaces provided, you will need to upload documents when prompted.

The tab that you are on is highlighted by a blue band displayed above the tab title. We suggest that you review all the tabs on the application to familiarize yourself with the ENTIRE application before you start filling it out. You should also review the guidelines document for the program you are applying to.

Filling out the Application

Complete all the fields with red asterisks (*) in order to submit your application. Responses to these questions are required, and you will not be able to submit your application without a response.

Spell-check your longer text answers by reviewing the text box. Misspelled words will display a red spelling error indicator.

Some questions have a "?" in a small blue circle next to them. Clicking or hovering over this icon will show additional help text in a pop-up box.

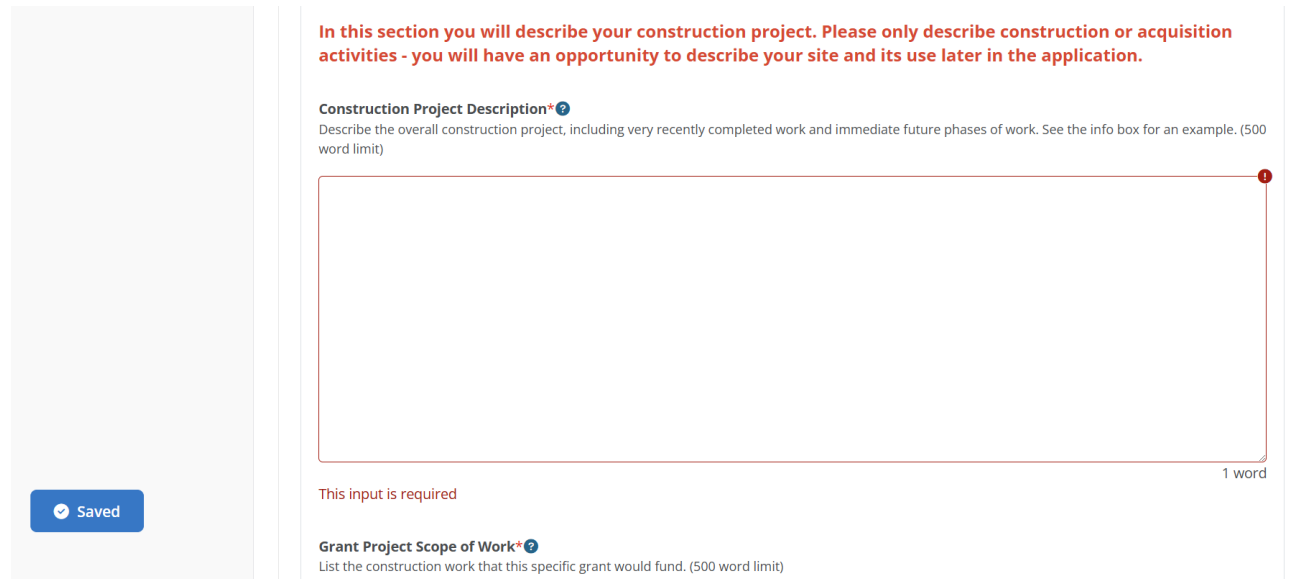## Saving your Work

The application form will automatically save as you are working. You will see the saved status displayed on the bottom left of each form page.

In this section you will describe your construction project. Please only describe construction or acquisition activities - you will have an opportunity to describe your site and its use later in the application.

Construction Project Description*❓
Describe the overall construction project, including very recently completed work and immediate future phases of work. See the info box for an example. (500 word limit)

1 word

✔ Saved

This input is required

Grant Project Scope of Work*❓
List the construction work that this specific grant would fund. (500 word limit)

If you exit the application and return to the "My Applications" screen, you will see all of your applications displayed. You can use the status drop down on the "My Applications" screen to show draft applications.

Do not click on the Current Grant Opportunities link on the MHT website when continuing an application. This will start a new application in the system.

The system will time out after 15 minutes of inactivity. You will receive a warning message prior to system time out. If you do not click continue when the warning message appears, you will be logged out automatically and you will need to log back in.

To continue editing an in-progress application, click on the blue application hyperlink. You will see the list of applications along with their status displayed to the right.
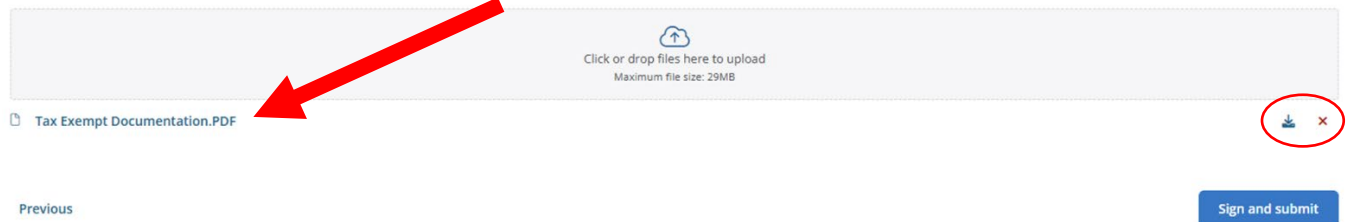
Uploading Documents

You will be asked to upload documents throughout the application. The new uploads screen allows you to drag and drop files into the provided uploads box or you can click the uploads box to upload files.

Please use this page 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 *as 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.

Upload
The maximum size for all attachments combined is 29 Mb. Please note that files with certain extensions (such as "exe", "com", "vbs" or "bat") cannot be uploaded.

Click or drop files here to upload
Maximum file size: 29MB

📄 Tax Exempt Documentation.PDF

Previous   Sign and submit

If you click the box, this will open a system dialog box where you can navigate through your computer to find the document. The file will then appear below the uploads box. Once uploaded, options to download or delete the file will appear to the right of the file name. Once you upload a file you cannot make changes to the document. If you need to make changes, that will have to be done outside the system and then the file must be re-uploaded.

Many of the upload fields ask for a specific document or item.

You can also upload additional supporting documents at the end of the application on the Attachments tab. Multiple items can be uploaded to this page.

Reviewing and Submitting your Application

Once you have completed your entire application, filled in all required fields, and uploaded all required documents, you can click the download button to review your complete application prior to submission. You can save a copy of the full application and print the application after saving it to your computer.

If you have missed any required fields you will receive a notification at the top of the screen. You will not be able to submit until all errors are corrected. If you have missing information, update the required fields.

Once you are satisfied with your application and have completed all the required fields, you can click "Submit" or "Sign and Submit".

You must complete the final application submission before **11:59 p.m. on the date of the deadline**. If you do not submit by that time, you will not be able to submit at all – the system will not allow late submissions.

Once your application is submitted you will not be able to make changes to it. Make sure to review your application well before the deadline.

After submission, you will receive a confirmation email that the application has been received. We will contact you if we have any questions or require more information during the review process. Due to the volume of requests, this confirmation email may be the only contact you receive from us until the grant award decisions are made, at which point you will be notified by mail or email of the final award decisions.

Sharing and Collaborating on Applications

While you are working on your grant application, you may wish to share it with someone else to proofread, provide feedback, or work on certain sections of the application.

From the "My Applications" screen, click "Manage" on the bottom right of the grant and select "Manage applicants" from the dropdown list.
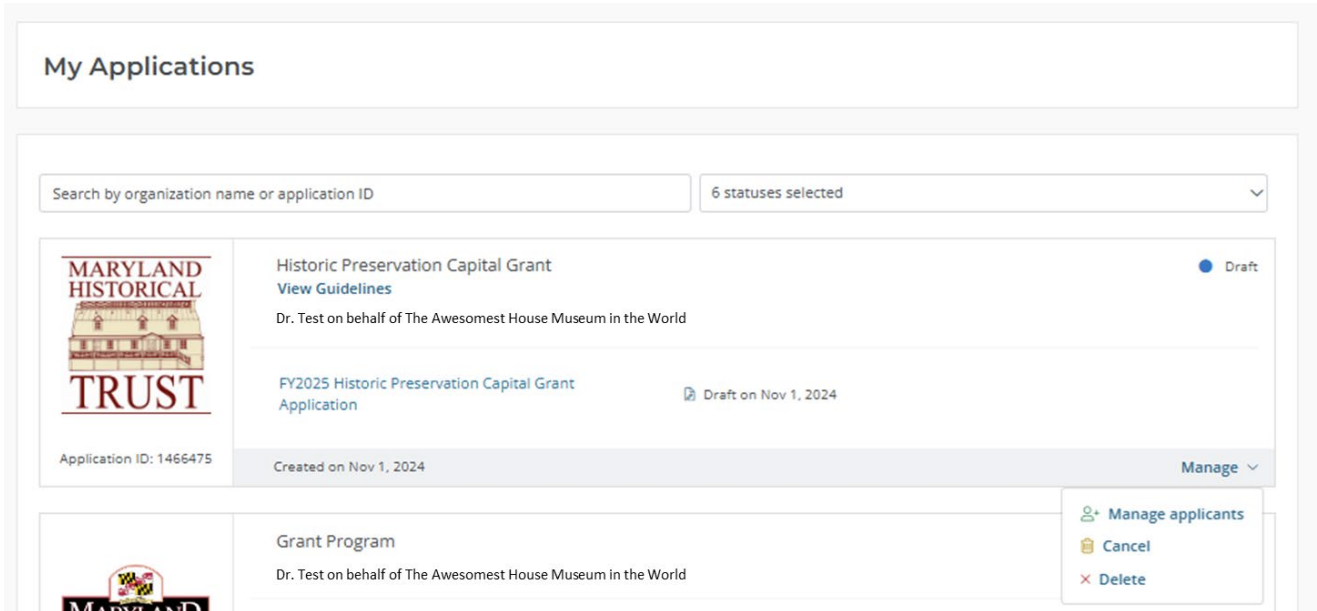
This will open a pop-up window where you can add collaborators – including other members of your team – to assist in completing your application. Add collaborators by entering their email address in the field provided. You can then set permission levels and click "add".
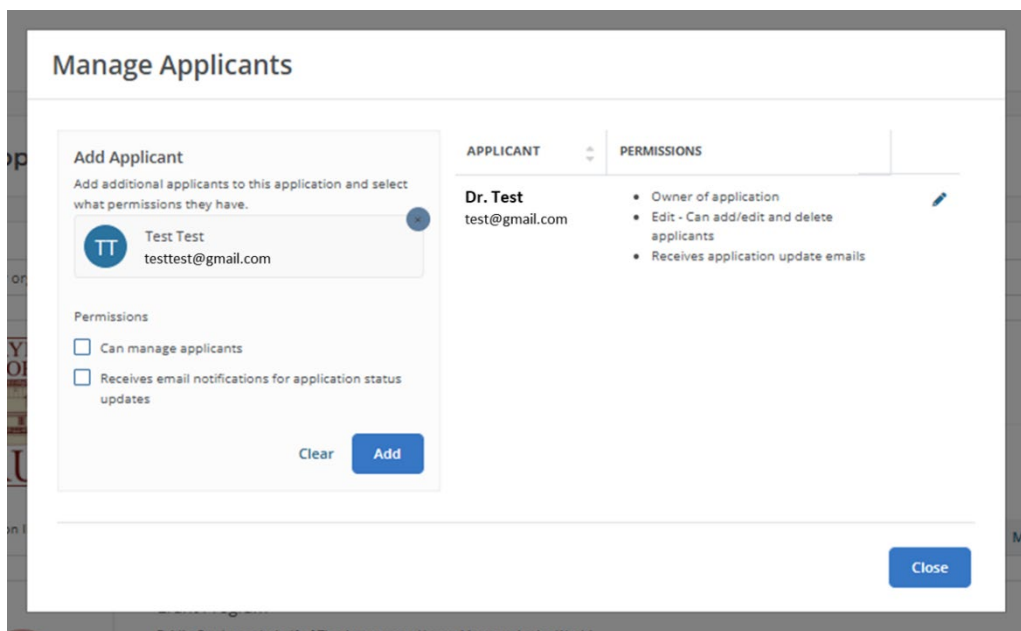
Once your collaborators have populated to the right, you can edit their permissions using the pencil icon. You can also remove collaborators by clicking the red x. The current owner of the application cannot be removed from the application.
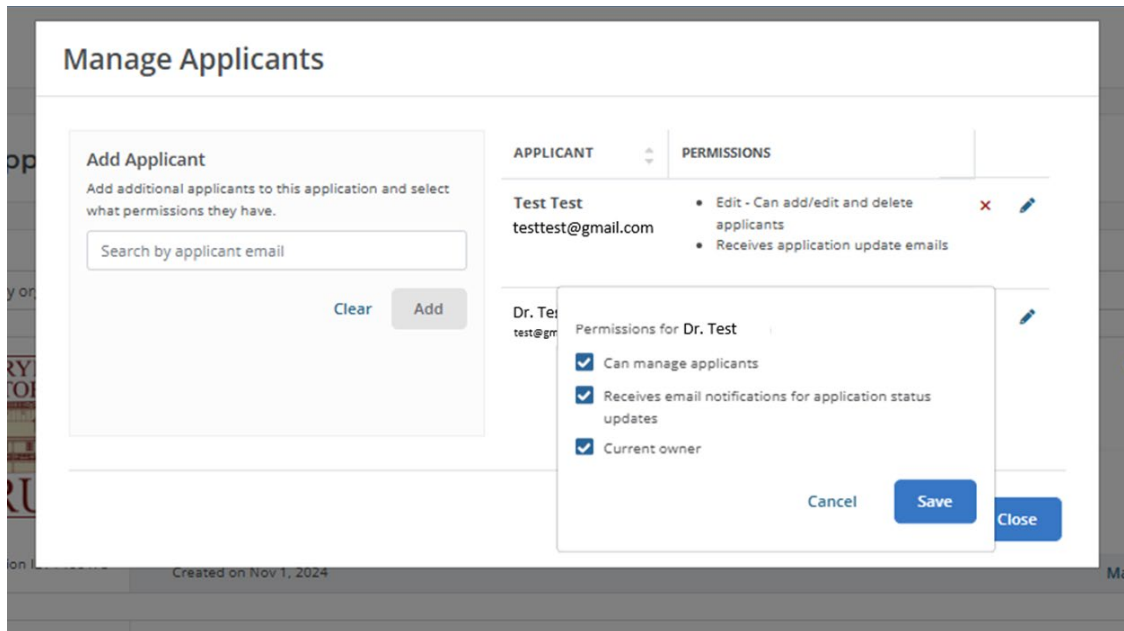
Collaborators will receive a system generated email inviting them to access the application via the online grants portal. Please note, if collaborators do not have an existing grants portal login, they will need to follow the previously outlined steps to create a new account before they are able to view and edit applications.

For assistance please reach out to the program contact for the grant program to which you are applying. To find your program contact, go to this page:
https://mht.maryland.gov/Pages/funding/grants.aspx
Scroll to the bottom of the page to click the button for your grant program.

Need help? Have questions? Email us at mht.grants@maryland.gov