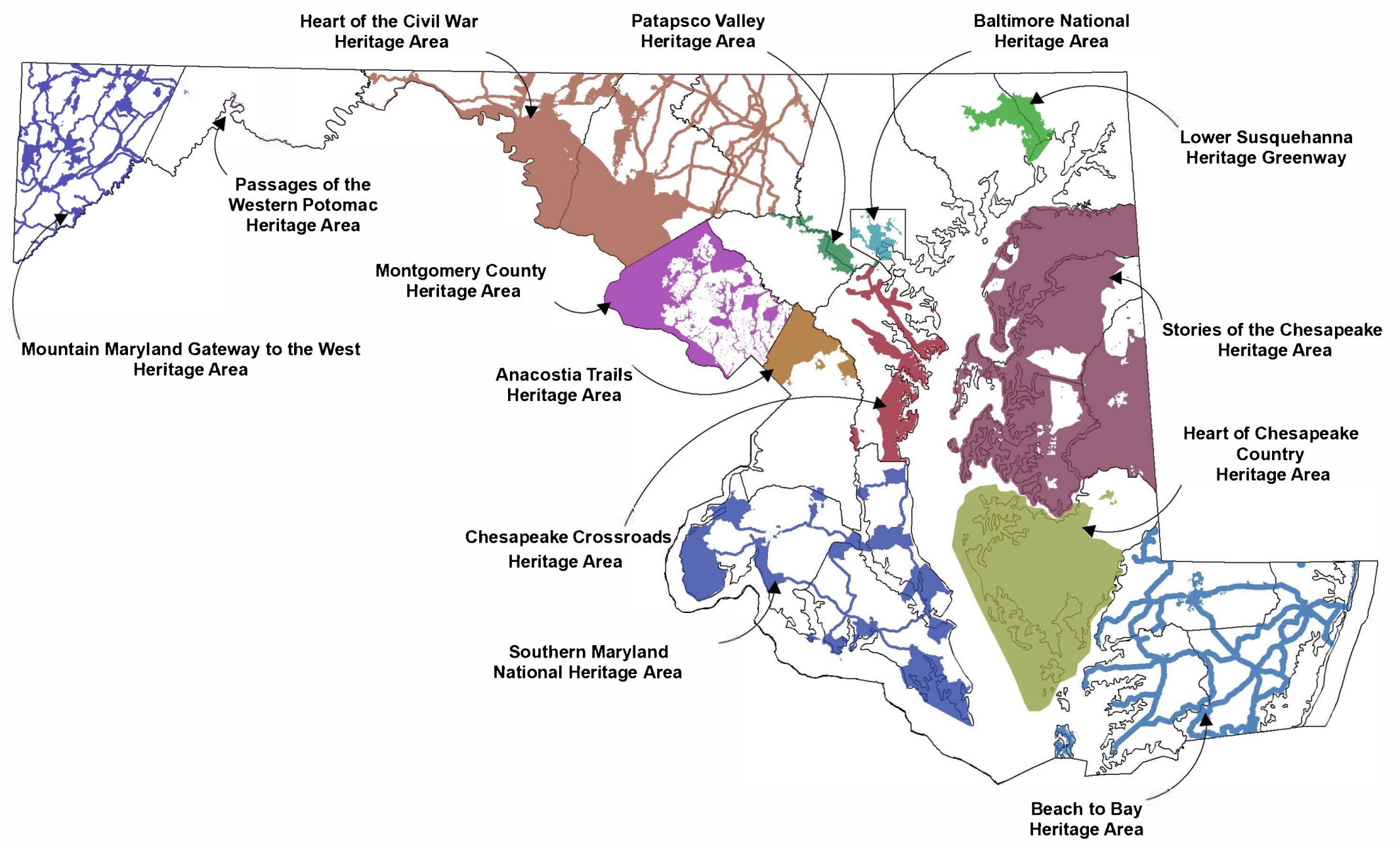




MARYLAND HERITAGE AREA

Maryland Heritage Areas Authority

MARYLAND HERITAGE AREAS PROGRAM FY25 Grants Webinar



DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST



Thank you for watching the Maryland
Heritage Areas Authority

FY 2025 webinar for
MHAA Project Grant Applicants

If you are watching the recording and
have any questions, please contact us!

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TODAY'S AGENDA



MHAA funded-projects

- Introductions
- Reference Documents
- Heritage Areas & MHAA 101
- Project Grants
 - Who is eligible?
 - What types of projects are funded?
 - What are eligible expenses?
- Application & Award Schedule
- Application Tips
- Online Application System



REFERENCE DOCUMENTS



**MARYLAND HERITAGE AREAS AUTHORITY
GRANTS PROGRAM**

Fiscal Year 2025
**PROJECT GRANTS GUIDELINES FOR
APPLICANTS**
(Capital and Non-Capital Projects)



Maryland Heritage Areas Authority
Maryland Historical Trust
100 Community Place
Crownsville, MD 21032
mht.maryland.gov

- MHA FY 2025 Project Grants Guidelines for Applicants
- Sample MHA Capital and Non-Capital Applications
- Grant Manual
- A copy to these slides and a link back to this webinar
- *Find them all here: bit.ly/mhaa-resources*



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WHAT ARE HERITAGE AREAS?

- 13 heritage areas across the state of Maryland
- Locally designated and operated, state-certified regional boundaries
- Concentration of cultural/natural heritage and educational resources for visitors and residents
- Established to promote the identify of each region and to create unique destinations



Meadow Mountain Trail, Mountain Maryland Heritage Area. Photo by Timothy Jacobsen and courtesy of Garrett County Chamber of Commerce



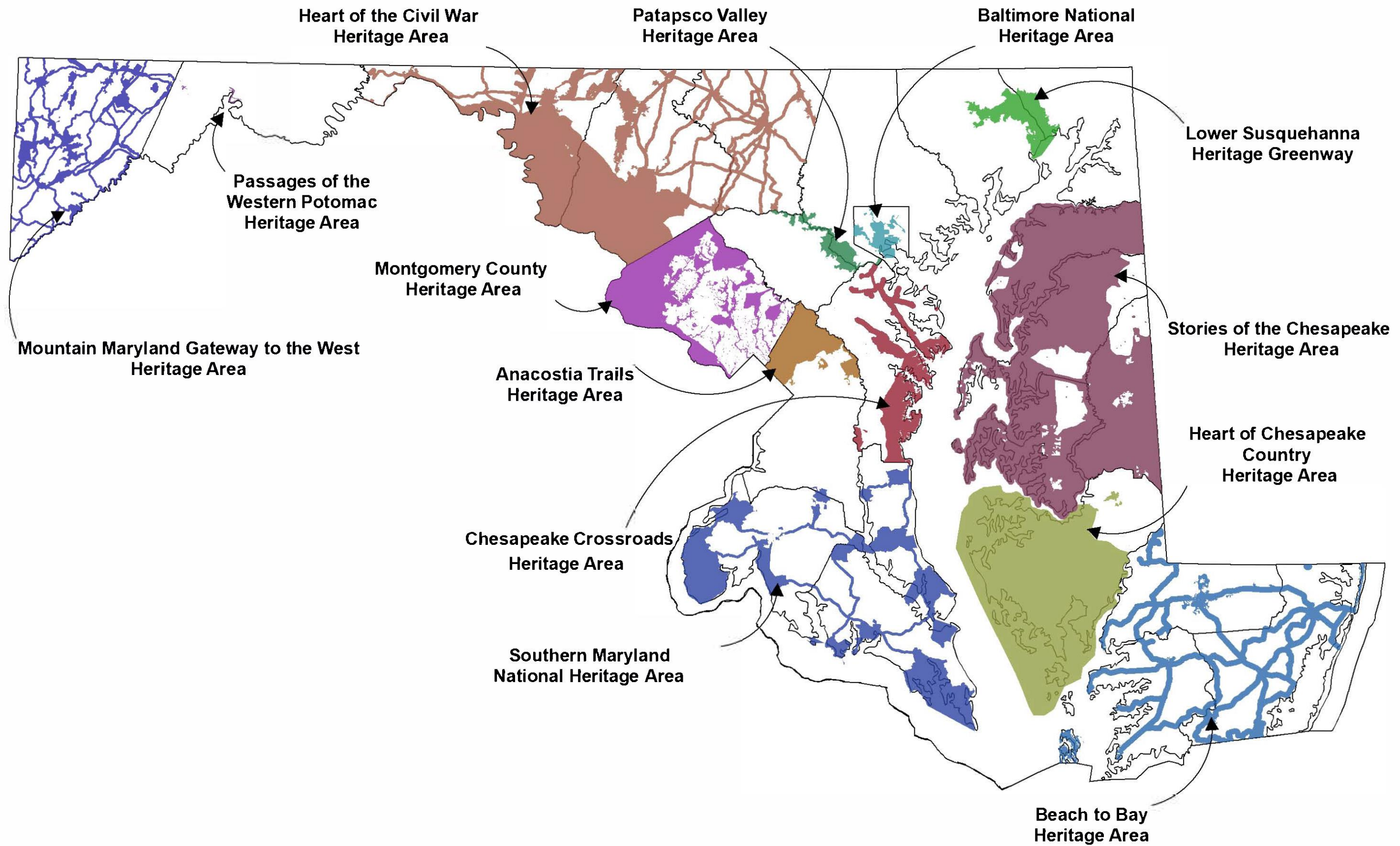
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WHAT ARE HERITAGE AREAS?

Each of Maryland's 13 certified heritage areas support the economic well-being of Maryland's communities by preserving and celebrating the state's history, cultural traditions, and natural resources through partnerships that promote, support, and create place-based experiences for visitors and residents alike.





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DEFINING HERITAGE TOURISM

"Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural, and natural resources."

-- *National Trust for Historic Preservation*



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WHAT IS MHAA?

Maryland Heritage Areas Authority



MHAA Members, MHAA program staff, and heritage area directors – October 2023

- Independent unit of government in the Executive Branch that operates in the Maryland Department of Planning and is administered by the Maryland Historical Trust
- 19-member body including representatives from 9 state agencies (2 currently non-voting)
- Currently, \$6 million annually is allocated from Program Open Space funds



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MHAA PROGRAM GOALS

Developing Heritage Tourism Products

- Creating or enhancing place-based experiences
- Providing the State Tourism Office with products to market to the consumer
- Access to place-based experiences and resulting economic development benefit both Maryland residents and out-of-state visitors

Building Partnerships

- Engaging partners and leveraging resources
- Bringing both common and uncommon partners together to focus on projects of mutual benefit
- Bringing disparate state and local entities together around a common, local vision
- Helping to build organizational capacity

Sustaining Regional Identity

- Showcasing each area's distinctive archaeological, cultural, historic, and natural assets
- Applying approaches that are unique to, and respectful of, local geography
- Making heritage areas relevant to present and future generations



MHAA AND LOCAL HERITAGE AREAS

How do MHAA and the local heritage area work together?

MHAA provides and administers:

- Capital and non-capital project grants
- Funds to be used for mini-grants by each heritage area
- Technical assistance for active grantees and applicants

The 13 heritage areas:

- Administer mini-grants
- Assist in completing project grant applications
- Rank project grants before passing them on to MHAA at the state level
- Provide technical assistance to organizations and MORE!



WHO IS ELIGIBLE FOR MHAA GRANTS?



Page 4

Non-profits in good standing with SDAT, local jurisdictions, state and federal agencies

Organizations must be located within a certified heritage area boundary,
OR

have a project that takes place within the boundaries of a certified heritage area

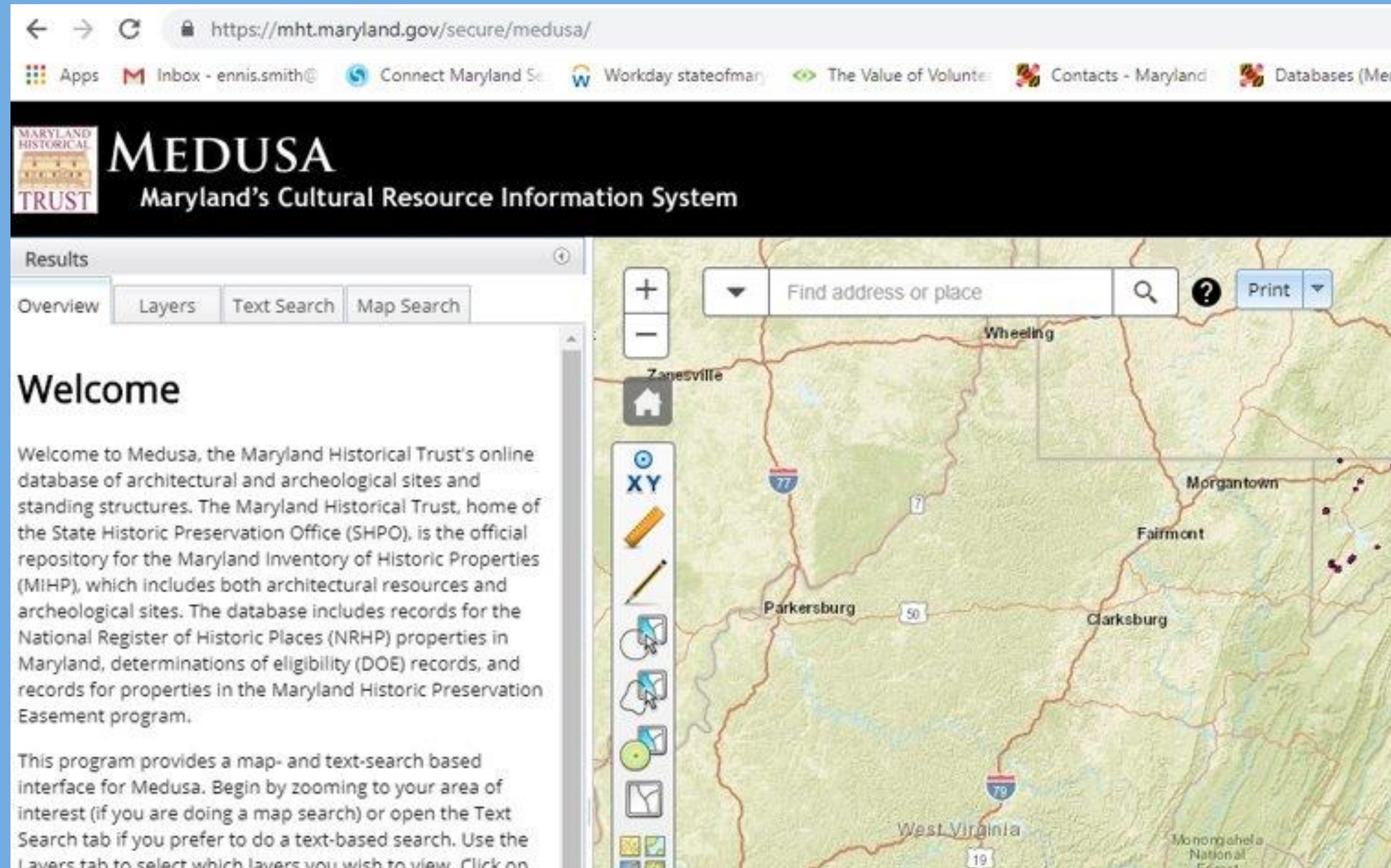
Photo (via drone) by Elevated Element and courtesy of Baltimore Museum of Industry



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IS MY PROJECT IN A HERITAGE AREA?



Medusa

<https://apps.mht.maryland.gov/medusa/>

Tutorial

<https://bit.ly/heritageareastatus>



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IS MY PROJECT IN A HERITAGE AREA?

MEDUSA
Maryland's Cultural Resource Information System

Results

Overview Layers Text Search Map Search

Available Layers

Select layers that you wish to display below. You may need to zoom in for some layers to be activated.

"Architecture" and "Archeology" layers contain MHT Medusa database information ("Archeology" will only appear if you are logged in). "Other MHT Base Data" contains overlays that may be of use for contextualizing this data. Turn these on and off as needed.

- Architecture
- Other MHT Base Data
- Sublayers Legend
 - Maryland Heritage Areas
 - USGS Topographic Grid
- Parcels (iMAP)
- Political Boundaries (iMAP)

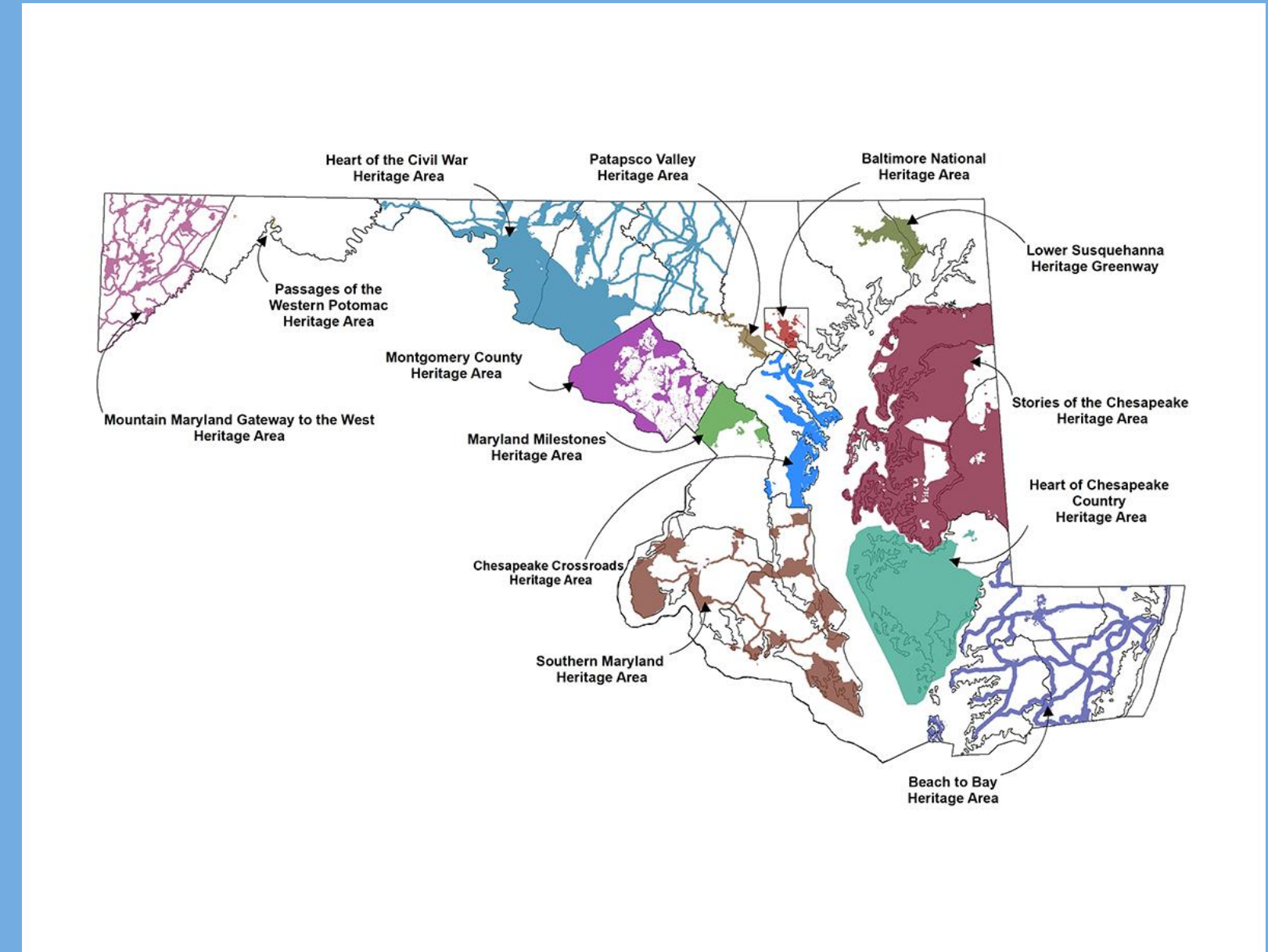
City of Frostburg, 59 E Main St

Canal Place Heritage Area



WHAT IF MY PROJECT IS NOT IN THE BOUNDARY?

- If your project is not in a heritage area, talk to your nearest heritage area director to discuss how your organizations might partner in the future.
- Heritage areas and their local jurisdictions are able to conduct boundary amendments if the proposed addition supports the goals and objectives of the organization's Management Plan or Five-Year Action Plan.
- If a heritage area is already working on an amendment, you may be able to have your site included in the heritage area.
- All boundary amendments must be approved by the Maryland Heritage Areas Authority and require an adequate amount of planning, research and review time to process.



GRANT SCHEDULE

- January 26, 2024: Intent to Apply forms due
- March 4, 2024: Full grant applications due, including Multi-Heritage Area grants
- April – June, 2024: Applications reviews at local and state level
- July, 2024: Grant applicants notified, and awardees may begin projects
- August – December, 2024: Grant agreements drafted, emailed, and signed electronically
- January, 2025: First disbursements received by or around this time



TYPES OF MHAA PROJECT GRANTS

Non-Capital



Photo courtesy of Maryland Department of Natural Resources

Capital



Photo courtesy of Rackliffe House Trust, Inc.



ALL MHAA GRANTS REQUIRE A 1:1 MATCHING CONTRIBUTION FROM GRANTEES



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CAPITAL PROJECT GRANTS: “BRICK & MORTAR”

Eligible Activities (lifespan of 15 years or more)

Acquisition (fee title of real property)

Development (repair/alteration of existing building, structure or site, new construction, trails)

Rehabilitation (returning a property to a state of utility)

Restoration (accurately depicting a property as it appeared at a particular period of time)

Pre-Development (plans and specifications, fees for architectural design and engineering)



Image courtesy of Friends of the Greenbelt Museum



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MARYLAND
HERITAGE AREA

CAPITAL PROJECT GRANTS: “BRICK & MORTAR”

- Subject to “Section 106” review
- May require an easement through MHT
- Does NOT have to be a “historic” property
- Consent from the property owner is required

\$5,000 to \$100,000 with a required one-to-one match of non-state support



Hagerstown Cultural Trail, image courtesy of the City of Hagerstown



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MHT PRESERVATION EASEMENTS

- As a condition of your grant, MHAA may require conveyance of a term historic preservation easement to the Maryland Historical Trust (MHT)
- This requirement applies only to MHAA Capital Grants on historic properties listed on, or eligible for listing in the **National Register**; even if your property falls into this category, MHT may or may not require an easement
- The length of the term is dependent on the amount of the grant and the duration of the grant project
- The minimum term easement is 15 years, regardless of grant amount
- Additional grants would result in additional years of easement term.



Pages
7 & 17



NON-CAPITAL PROJECT GRANTS



Image courtesy of the Starr Center for the Study of the American Experience, Washington College

Planning (research, field investigation, data recovery, feasibility studies, design documents)

Interpretation (exhibits, signage, pedestrian wayfinding signage, interpretive brochures, educational programs and materials)

Programming (seminars, conferences, performances, reenactments, commemorations, festivals)

\$5,000 to \$50,000 with a required one-to-one match of non-state support

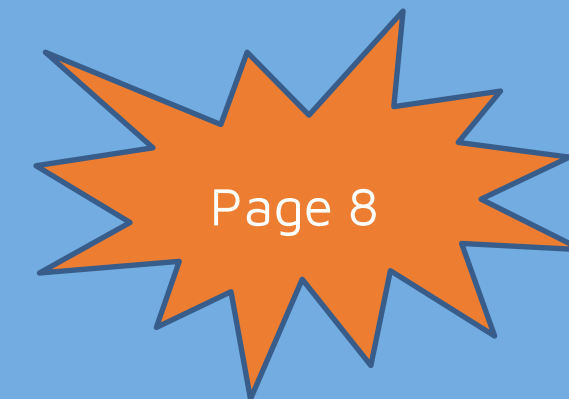


**DEPARTMENT OF PLANNING
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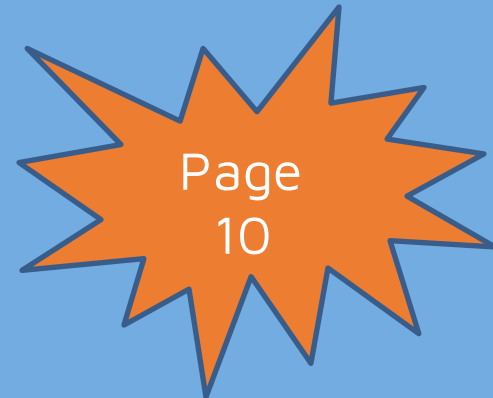
INELIGIBLE GRANT EXPENSES FOR ALL PROJECT GRANTS

- No overhead expenses for applicant organizations
 - Non-profits applying for non-capital grants may include an "indirect costs" line item in their budget; this is limited to 10% of grant funds
- No grant funds can be spent on staff salaries for the applicant organization
 - Consultant fees are eligible grant expenditures
 - Staff salaries are OK as part or all of the matching contribution
 - No grant funds can be spent on marketing expenses
 - Marketing is eligible as grantee's match
- No liquor



GRANTEE'S REQUIRED MATCH

- All MHAA grants require 100% match
 - For every dollar of state support, one dollar of applicant support must be contributed
 - Match cannot be spent outside the grant period or on an unrelated project
- **Other Project Costs**
 - MHAA reports on this so we can see how much money is being leveraged with state funds



Other state funds can NOT be used as a match (except staff time from state employees who are directly working on the project)



1:1 MATCH

Types of Matching Funds/Expenses

- Cash expenditures
- The value of staff time, volunteers, board members, and partner time spent on the grant project
 - Volunteer time is currently \$34.12 per hour as per http://independentsector.org/volunteer_time
- Donated or discounted goods and services
- Donated or discounted materials



FY 2025 MHAA APPLICATION

Project Information

Project summary
Overall project description
Project timeline

Budget Information

Budget line items
Budget documentation

Project Impact

Connection to MHAA's program goals
Local heritage area alignment
Access and Inclusion
Why now?

Property Information (Capital projects only)

Address
Significance to Community
Designations
Property Owner Consent



REVIEW CRITERIA

Project Information - 10 points

Project summary
Overall project description
Project timeline

Budget Information – 10 points

Budget line items
Budget documentation

Project Impact – 80 points

Connection to MHAA's program goals
Local heritage area alignment
Access and Inclusion
Why now?



REVIEW CRITERIA: PROJECT IMPACT

Increasing Heritage Tourism (25 points)

- What is the "product" you are creating or enhancing?
- How are you marketing/reaching people with this project?
- What amenities does this project offer to various audiences?
- Quantitative (e.g., number of projected visitors)
- Qualitative (e.g., how are you creating or enhancing a place-based experience?)



REVIEW CRITERIA: PROJECT IMPACT

Building Partnerships (15 points)

- How does your project engage partners and leverage resources?
- How does your project bring common and uncommon partners together around a common, local vision?
- How do your project partners help build your organizational capacity?

EXAMPLE:

XYZ Organization developed a series of lectures highlighting the history of their local town and partnered with a local restaurant who provided the venue for free and discounted food to participants. They shared a common goal of attracting visitors to the area to learn more about its local history and boost the local economy through heritage tourism. An additional benefit was that the revenue earned from both partners allowed them to increase their organizational capacities.



REVIEW CRITERIA: PROJECT IMPACT

Sustaining Regional Identity (20 points)

- How does your project showcase the heritage area's distinctive archaeological, cultural, historic or natural assets?
- Consider how your project aligns with your local heritage area's goals, objectives, strategies, and interpretive themes
- You are encouraged to cite specific sections of your local heritage area's planning documents --- talk to your local heritage area staff if you have questions about this!



SUPPLEMENTAL DOCUMENTS

DNR Approval Process (appendix H)

For projects that will take place on land owned by the Maryland Department of Natural Resources (DNR):

- You must obtain approval for your proposed project prior to submission of your application
- The standard form is included in the FY 2025 MHAA Project Grant Guidelines for Applicants
- Submit the form by email to shane.johnston@maryland.gov
- Allow 30-45 day turnaround for DNR review
 - Keep your email documentation showing you submitted the form to DNR and gave time for review before the MHAA application deadline



Pages
28-29



SUPPLEMENTAL DOCUMENTS

Pre-K-12 Education Project Approval

If your project is education-focused, you will need to provide documentation that you have consulted with either the Maryland State Department of Education and/or your local school system on this project.

Resumes/CVs/Letters of Support from Involved Parties

Upload the resumes/CVs or bios, and letters of support from key staff members, board, volunteers, partners, and/or consultants you will be working on the project.

If you have not yet identified the involved parties for this project, please provide a description of the qualifications that you will be looking for. Letters of support are not required, but encouraged.



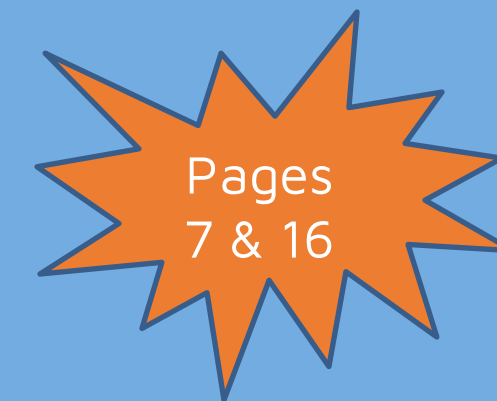
SUPPLEMENTAL DOCUMENTS

Organizational Documents

Articles of Incorporation, Bylaws, and Proof of Non-Profit Status. All non-profit organizations will be required to provide these.

Archaeological Requirements

Applicants proposing archaeological work will need to align their project with MHT's archaeological guidelines.



REVIEW PROCESS

- Local review and state review
- Scores are combined
- Refer to the MHAA FY 2025 Project Grants Guidelines for Applicants for more detailed information and a sample scoring sheet



GRANT WRITING TIPS

- Read the MHAA FY 2025 Project Grants Guidelines for Applicants before beginning the application
- Don't wait until the last minute! Give yourself plenty of time to gather supplemental materials like estimates, approval letters, etc.
- Ask questions if you are not sure
 - Contact your local heritage area director or MHAA staff



GRANT WRITING TIPS

Before you start writing, ask yourself and your organization:

- Why are we doing this project?
- What is the timeline? Is there flexibility in the timeline to allow for receiving grant funds (funds will not be disbursed until 6 months after awards are announced)
- How does the project fit into your organization's "big picture"?
- What are the steps you need to take to finish the project?
- Who will undertake the work?
- What is the desired outcome?



GRANT WRITING TIPS

- Have a clear and detailed budget and project description
- Have someone unfamiliar with the project read your application
- Give your project a unique and descriptive name – one that is different from previous grants
- Provide as much detail as is requested
- Make sure your matching funds are in-hand or committed *if possible*



GRANT WRITING TIPS

Your project description, timeline, and budget should all align

The Anytown Museum will utilize MHAA grant funds to create a new exhibit on watermen. One or more consultants will be hired to design and fabricate the exhibit and print 20,000 copies of a brochure to accompany the exhibit.

Timeline:

Hire <u>exhibit consultant</u>	Jul 2023
<u>Exhibit design</u> completed	Dec 2023
<u>Fabrication</u> begins	Jan 2024
Mid-project report	Jan 15, 2024
<u>Brochure design</u> finalized	Feb 2024
Exhibit finished	Mar 2024
<u>Brochure printed</u>	Jun 2024
Final report	Aug 15, 2024

Budget:

<u>Exhibit design consultant</u> (\$50/hr, 400 hrs)	\$20,000
Exhibit <u>fabrication</u>	\$40,000
<u>Brochure design</u>	\$5,000
<u>Brochure printing</u> (20,000 @ \$0.50 each)	\$10,000



GRANT WRITING TIPS

- START THE PROCESS OF COLLECTING YOUR INFORMATION EARLY
- Provide visuals where appropriate
 - Maps, photographs, plans
- If something needs maintenance, explain how it will be maintained
 - Examples: deteriorating trails, defaced signage, annual licensing fees
- Follow the instructions in the online forms and the FY 2025 MHAA Project Grant Guidelines for Applicants
 - Fill in all required fields
 - Save and back-up your work often



ADVICE FROM REVIEWERS

- Clearly define a heritage tourism project
- Explain how your project will help the local community and how the project will bring people to your heritage area
- Make a strong "elevator pitch" in your project summary - only a portion of the reviewers are assigned to read and score your full application
- Craft your application to be read by panelists from a variety of professional backgrounds
- Answer the questions on the application – don't just write what you think reviewers will want to hear
- If your project is primarily a planning or documentation project, focus on how that planning or documentation will lead directly to a heritage tourism product
 - Be specific and have a specific product identified, even if it's a future phase



ADVICE FROM REVIEWERS

- Projects from undertold/underserved applicants addressing diverse and inclusive narratives are encouraged
- We understand that not all applicants are professional grant writers. Reviewers are trained to look closely at the content of the applications, not just length or if it looks like it was done by a professional grant writer



ACTION ITEMS TO PRIORITIZE

- Submit your Intent to Apply by midnight on Friday, January 26, 2024
https://bit.ly/MHAA_GrantProgram
- Read the MHAA FY 2025 Project Grants Guidelines for Applicants, use the checklist we provide, and add to that checklist if necessary
- Talk with staff of your local heritage area about how your project aligns with their goals
- Ask your legislators and partners for letters of support (optional)
- If you do not own the property, notify the owner that a letter of consent will be needed if grant is awarded
- Obtain DNR approval or letter from the county schools (if applicable)
- Start building your budget (get estimates for specific line items)



INTENT TO APPLY

The Intent to Apply (ITA) is a required first step for EVERY application

Begin by clicking the Intent to Apply link on the MHAA website
[Bit.ly/MHAA_GrantProgram](https://bit.ly/MHAA_GrantProgram)

MHAA FY 2025 Grant Round

The MHAA FY 2025 grant round for capital and non-capital heritage tourism projects that will begin in July 2024 is now open. Begin the required first step in the application process by filling out the **Intent to Apply** form, due by **11:59 PM on January 26, 2024**.

If you are interested in learning more about this grant opportunity, MHAA staff will be hosting virtual and in-person information sessions to review the online application process, grant writing tips, application requirements, and more.



INTENT TO APPLY

Maryland Heritage Areas Authority Eligibility Quiz

Please select the Certified Heritage Area in which your project is located.

(If your project takes place in more than one heritage area, just select one of the applicable areas). If you don't know if your project will take place within the boundaries of a heritage area, please search for the property address in the Medusa mapping system, available [here](#). Watch a short tutorial video about determining if you are in a heritage area [here](#).

Note: To turn on the Heritage Areas layer of the Medusa mapping system, Click the "Layers" tab in the upper left, and check "Other MHT Base Data" and then click the down arrow to open the sublayer list, and check "Maryland Heritage Areas." You can then search for an address, and the heritage area will appear as a pink striped area.

-Select One- 

Next



INTENT TO APPLY

Intent to Apply | **Voluntary MHAH Demographic Survey** | Review My Application

Save & Finish Later | Next

Intent to Apply

Printer Friendly Version | E-mail Draft

* Required before final submission

INSTRUCTIONS

- All questions with a red asterisk (*) require answers.
- To request accommodations for individuals with disabilities, please contact MHAH staff. We will do our best to provide alternative forms of application materials and resources.
- Please use plain text. Content will not retain formatting such as bold, italics, or bullets.
- When you have completed the form, click Review. You will be given a final opportunity to review your Intent to Apply. If you have included all the required answers and materials, you will be able to click Submit.
- You must submit your Intent to Apply form no later than 11:59 p.m. on January 26, 2024.

HOW TO

- Spell-check: click the check mark to the right of the answer field.
- Save a draft: click Save and Finish Later at the top and bottom of each page. You may also click Next to continue the application, which will also save your work.

Completing an Intent to Apply form does not in any way commit your organization to completing a full application.

Once your Intent to Apply form is processed, you will receive a confirmation email and you may begin a full application, should you decide to proceed. Applicants are strongly encouraged to discuss their projects with their local heritage area before proceeding with a full application. Contact information can be found [here](#).

Applicant Information

* **Federal Tax ID**
(Also known as the Employer Identification Number or EIN). This is generally a 9-digit number, e.g. 52-1234567.

* **Applicant Organization**



INTENT TO APPLY

Submitting an Intent to Apply form online before midnight on January 26, 2024 is required.

Nothing you write in your ITA is set in stone. You can change it in the full application.

We recommend that you print a copy of your ITA for your records.



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MARYLAND HISTORICAL TRUST



INTENT TO APPLY

The screenshot shows the Maryland Historical Trust website. At the top left is the Maryland.gov logo. A search bar is present with the text 'Enter search term'. The navigation menu includes 'Home', 'Funding', 'Research and Survey', 'Project Review and Protection', and 'Plann'. The main header features the Department of Planning logo and the text 'Maryland Historical Trust'. A blue button labeled 'My Grant Account' is circled in red. Below this is a section titled 'Funding and Financial Incentives' with a sub-section 'Grants' containing links for 'Maryland Heritage Areas Program', 'African American Heritage Preservation Program', 'Certified Local Governments Program', 'Historic Preservation Non-Capital Grants', and 'Historic Preservation Capital Grants'. A 'Tax Credits' section lists 'Tax Credit Programs', 'Competitive Commercial', 'Small Commercial', and 'Homeowner'. A 'Loans' section lists 'Historic Preservation Loan Program'. The main content area describes the MHT's mission and lists three types of financial assistance: tax credits, grants, and loans. An image of a grist mill is shown with the caption 'Inner workings of grist mill.'

Need to access an ITA you already started?

Click the My Grant Account button on the MHT Funding and Financial Incentives webpage

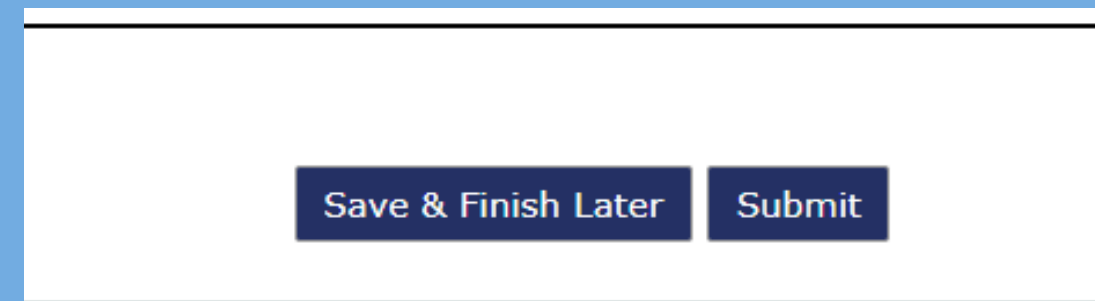
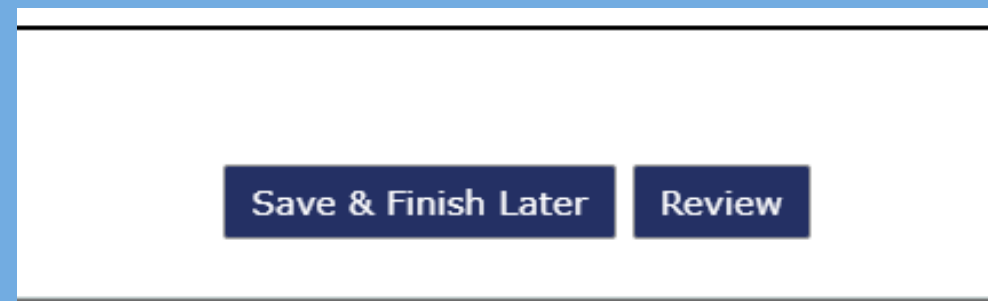


DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST



SUBMITTING YOUR INTENT TO APPLY

- After you review your Intent to Apply, print/save a copy for your records by clicking the Printer-Friendly Version link in the upper right hand corner
- When you are ready, and have reviewed the document for errors, click Submit
 - You won't see a submit button until you have clicked Review
- You will see a confirmation message at the top of the page and will also receive an email confirmation



SUBMITTING YOUR INTENT TO APPLY

Thank you for your submission. Your Intent to Apply (ITA) has been submitted successfully to the Maryland Heritage Areas Authority (MHAA) FY25 Grant Program. Your ITA has also been shared with your local heritage area. If they have any questions or recommendations they will contact you directly, most likely in February of 2024. We also encourage you to reach out to them at your earliest convenience to discuss your proposed project and how it supports the priorities of your local heritage area. Submitting an ITA does not commit you to submitting a full application, but once you have spoken with your local heritage area, should you so choose, you can begin to complete your full application online using the MHT Grants Portal. The deadline to submit a full application is March 4th 2024. Contact information for heritage area directors may be found here: <https://mht.maryland.gov/Documents/MHAA/Local-Heritage-Area-Contact-Info.pdf>

Applications

Requirements




Applications

The Maryland Historical Trust is pleased to provide you with this tool to manage your applications.

- To review In Progress or Submitted Applications, click the pull down menu to the right.
- You can also view applications that have been shared with you.
- If you have a report to submit, the Requirements tab will appear above. Click the tab to be taken to the Requirements page.

Show Submitted Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	Status	ID	Submitted	My Role	Action
FY 2025 Maryland Heritage Areas Authority (MHAA) Project Grant Intent to Apply Form	Cool Project 2024	10,000	Contributions-Grant-ITA Received	43811	12/18/2023	Owner	  



DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST



NEXT STEPS: AFTER SUBMITTING ITA

- You will receive Intent to Apply form feedback from your local heritage area
- Complete the Full Application by the March 4, 2024 deadline
- Some heritage areas provide feedback and allow you to reopen your application for additional edits before they are passed on to the state reviewers
- If your application is complete and there are no questions from reviewers, you may not hear from MHAA until July 2024

OR

- MHAA staff *may* reach out to the project's primary contact with questions



FUNDING AVAILABILITY

- The program distributes approximately \$5.1 million in grants each year
- An average of 200 project grant applications are received each year
- Approximately 50% of project grant applications are funded
- The Grants Review Panel can choose to award partial funding



UPCOMING Q&A SESSIONS

In-Person Q&A Sessions

Passages of the Western Potomac Heritage Area

Tuesday, January 9, 2024 from 1:00 - 3:00pm at City Place, 14 S. Water St.
Frostburg

Baltimore National Heritage Area

Tuesday, January 16, 2024 from 2:00 - 4:00pm at the Baltimore Museum of Industry

Virtual Q&A Sessions

Thursday, January 4, 2024 from 10:00 - 11:00am

Wednesday, January 24, 2024 from 3:00 - 4:00pm

Monday, February 12, 2024 from 12:00 - 1:00pm

Visit
[Bit.ly/MHAA_GrantProgram](https://bit.ly/MHAA_GrantProgram)
for call-in information



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OTHER FUNDING OPPORTUNITIES

Maryland Historical Trust (MHT) Grant Programs

- African American Heritage Preservation Program
- Certified Local Governments Program
- Historic Preservation Non-Capital Grants
- Historic Preservation Capital Grants

Each of the 13 heritage areas conducts their own mini grant program - be in touch with your local director to learn more!

General Operating Support Sources

- Marilyn Hatza Memorial SHINE Grant Program, Maryland Humanities
- Arts & Entertainment District Operating Support Grant, Maryland State Arts Council

County and City Grants

- Anne Arundel County Executive Community Support Grants Program
- Annapolis Community Grant



ANY QUESTIONS? PLEASE CONTACT US!

Next on the Agenda

MHT Online Grant Application System Basics

If you are comfortable using the MHT Online Grant Application System, you may not need to watch this portion of the workshop/webinar.

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Andrew Arvizu

Assistant Administrator

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Martha Waldron

Assistant Administrator

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MHT Online Grant Application System

How to use the system



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CREATE AN ACCOUNT

Each organization should have a single account

- The account can be transferred to another person at any time by MHAA staff
- Multiple accounts can view an application
- Only one account can edit an application/submit reports

The email address that is used to create the grant application will be the email that receives confirmation emails and auto-reminders from the system



CREATE AN ACCOUNT

Please Sign In

Welcome to the Maryland Historical Trust's Grant Application System.

You may use this system to:

- Start a new application.
- Access and continue working on a saved application.
- View Applications you have submitted.
- Submit post-grant summaries or other reports.
- Create a nomination for a Maryland Preservation Award.

If you have never used our system, click the [New Applicant](#) link below. (You do not need to enter an email and password on this page).

If your organization has used this system before and you have the login information, please enter it below.

Please contact us if you have questions about this process.

We recommend using Internet Explorer, Firefox or Safari to access the system. If you are using Google Chrome, please ensure that you have the most current version before creating an account or logging in.

E-mail

[New Applicant? Click here to create a new account.](#)

Password

[Forgot Password?](#)

Login



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CREATE AN ACCOUNT

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

[Return to login](#)



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GENERAL TIPS

All fields with a red asterisk (*) are required

You can spellcheck text boxes that have a checkmark (✓) next to them

Word limits are listed below each text entry box. They do not show up on the printer-friendly version

You can move from section to section by clicking the tabs along the top of the page

Sections save when you click **Save**. Do this before moving to the next section.

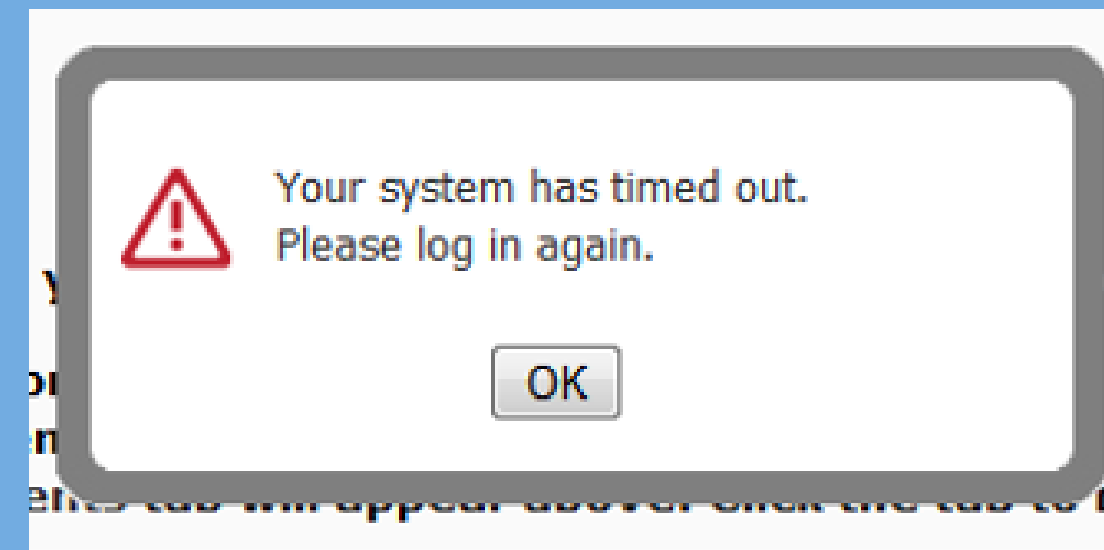
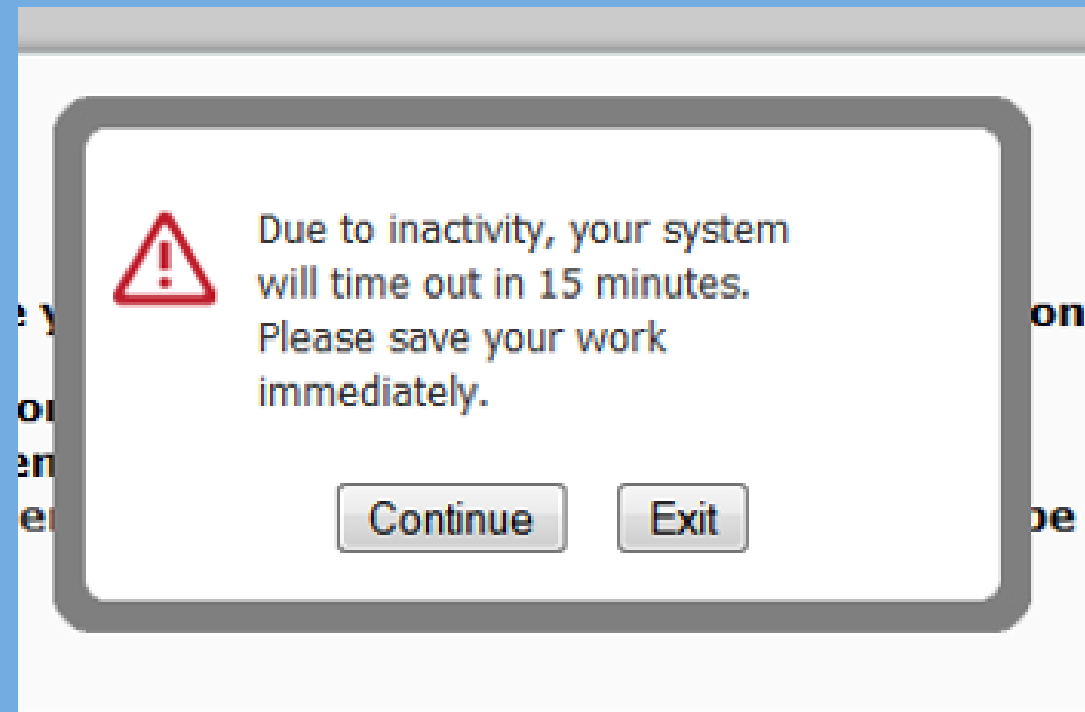
* **SAVE and Finish Later** will bring you back to the first section of the application.

Always have your answers saved in another document (not just the online form!)



SAVE YOUR WORK

The system will time out after 45 minutes



If you do not save before the system times out, you will lose your work

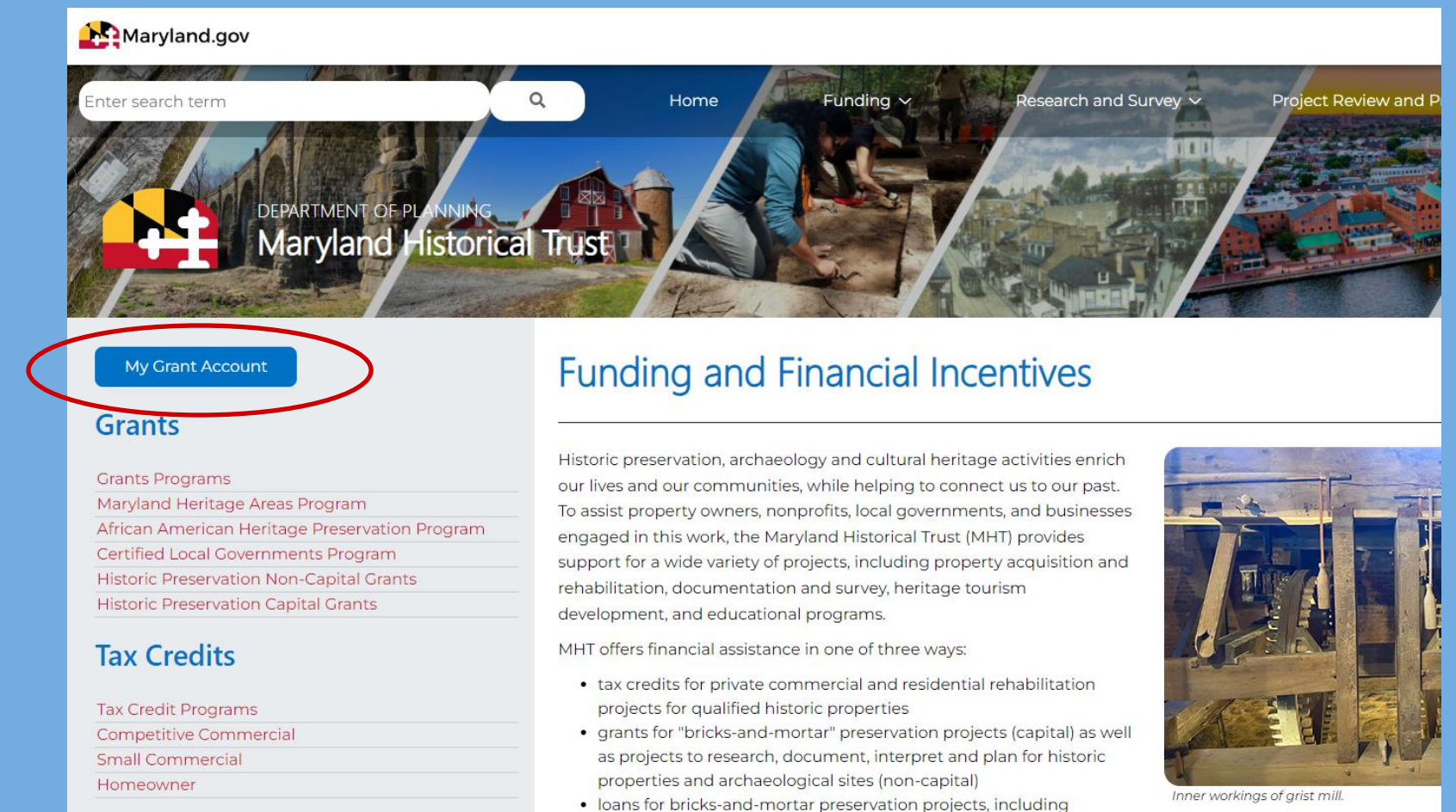
Even if you are typing, if you haven't saved or moved to the next section, the system will think you are inactive



ACCESSING IN-PROGRESS FORMS

To return to a saved Intent to Apply or the Full Application, go directly to the MHT Grant Application System

- Navigate to: https://www.grantrequest.com/SID_1777/?SA=AM
- OR click the My Grant Account button on the MHT website
- Do not click on the link to the Intent to Apply form once you have begun your application – it will start a new one



The screenshot shows the Maryland Historical Trust website. At the top, there is a navigation bar with a search bar and links for Home, Funding, Research and Survey, and Project Review and P. Below the navigation bar is a banner image with the text 'DEPARTMENT OF PLANNING Maryland Historical Trust'. A blue button labeled 'My Grant Account' is circled in red. Below the banner, there are sections for 'Grants' and 'Tax Credits'. The 'Grants' section lists several programs: Maryland Heritage Areas Program, African American Heritage Preservation Program, Certified Local Governments Program, Historic Preservation Non-Capital Grants, and Historic Preservation Capital Grants. The 'Tax Credits' section lists: Tax Credit Programs, Competitive Commercial, Small Commercial, and Homeowner. To the right of the 'Grants' section is a section titled 'Funding and Financial Incentives' which includes a paragraph about historic preservation and a list of three ways MHT offers financial assistance: tax credits, grants, and loans. An image of a grist mill is shown at the bottom right of the 'Funding and Financial Incentives' section.



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BEGIN YOUR FULL APPLICATION

Once you submit an Intent to Apply form (due **January 26, 2024**) and MHAA staff process it, the full application will be released to your online account.

You will access it by logging into "My Grant Account" on the MHT website

Consult with your local heritage area staff before beginning your full application. They will give you feedback that can help your proposal.



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BEGIN YOUR FULL APPLICATION

In your online account, in the upper left corner, under "New," you will see the link to begin the full application

Applications Requirements

Applications

The Maryland Historical Trust is pleased to provide you with this tool to manage your applications.

- To review In Progress or Submitted Applications, click the pull down menu to the right.
- You can also view applications that have been shared with you.
- If you have a report to submit, the Requirements tab will appear above. Click the tab to be taken to the Requirements page.

New

To begin the ~~second stage of your application, click on one of the links below:~~

[FY 2025 Maryland Heritage Areas Authority \(MHAA\) Capital Grant Application](#)

Show In Progress Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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BEGIN YOUR FULL APPLICATION

Introduction Overview Project Information Budget Information Project Impact Property Information Supplemental Documents Release Attachments Review My Application

Save & Finish Later Next

Introduction

Printer Friendly Version | E-mail Draft

* Required before final submission

Introduction

You must submit this application by 11:59 on March 4, 2024. Please reach out to your local heritage area to discuss your project prior to this deadline. Contact information can be found [here](#).

Any question marked with a red asterisks (*) must be completed before you can submit your application. Please refer to MHAA's "Fiscal Year 2025 Project Grant Guidelines for Applicants" here (LINK NEEDED) to learn more about the program. If you have any questions about the application, please reach out to MHAA staff at andrew.arvizu@maryland.gov or martha.waldron@maryland.gov.

Save & Finish Later Next



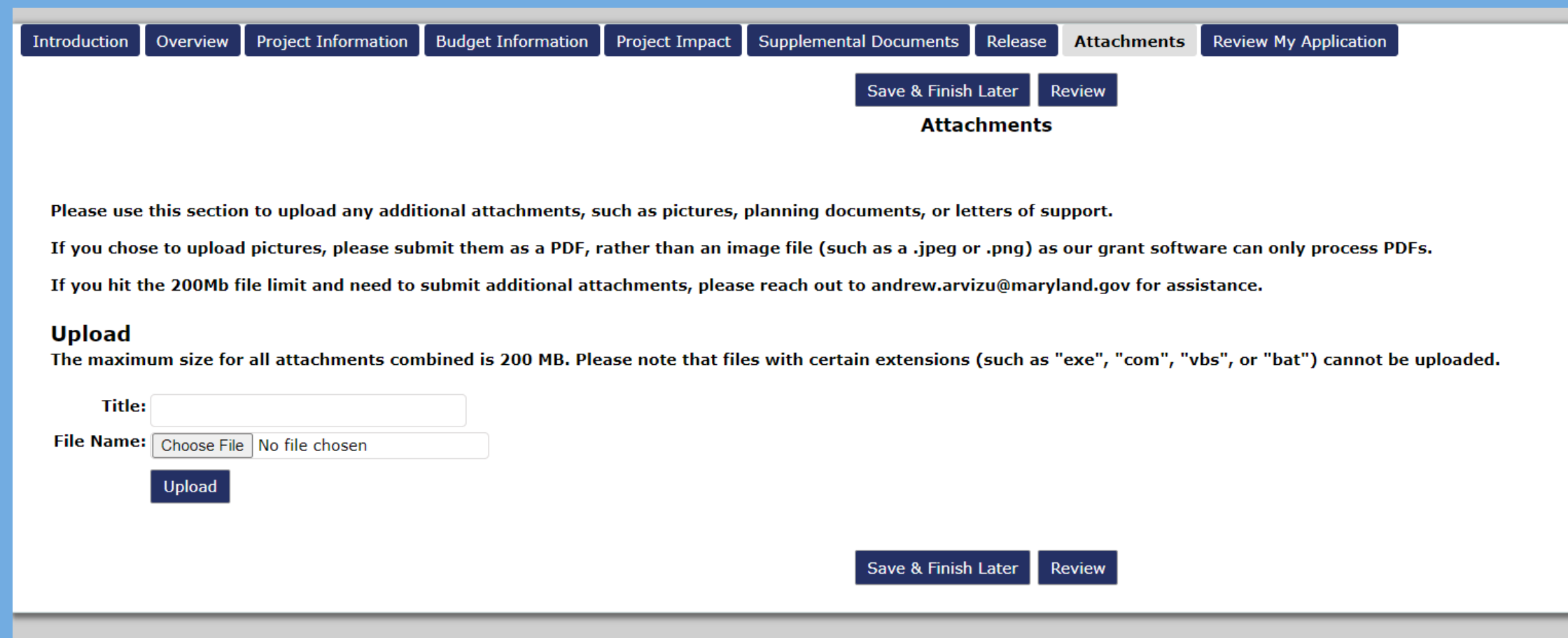
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UPLOADING DOCUMENTS

1. Click the Choose File button next to the upload field
2. Browse to the location of the document on your computer
3. Highlight the document and click Open
4. Click the Upload button

Note: on the Attachments tab, you will need to title your uploads



The screenshot shows a web application interface with a navigation bar at the top containing tabs: Introduction, Overview, Project Information, Budget Information, Project Impact, Supplemental Documents, Release, Attachments (highlighted), and Review My Application. Below the navigation bar are two buttons: Save & Finish Later and Review. The main heading is "Attachments".

Please use this section to upload any additional attachments, such as pictures, planning documents, or letters of support.

If you chose to upload pictures, please submit them as a PDF, rather than an image file (such as a .jpeg or .png) as our grant software can only process PDFs.

If you hit the 200Mb file limit and need to submit additional attachments, please reach out to andrew.arvizu@maryland.gov for assistance.

Upload
The maximum size for all attachments combined is 200 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: No file chosen

At the bottom of the form are two buttons: Save & Finish Later and Review.

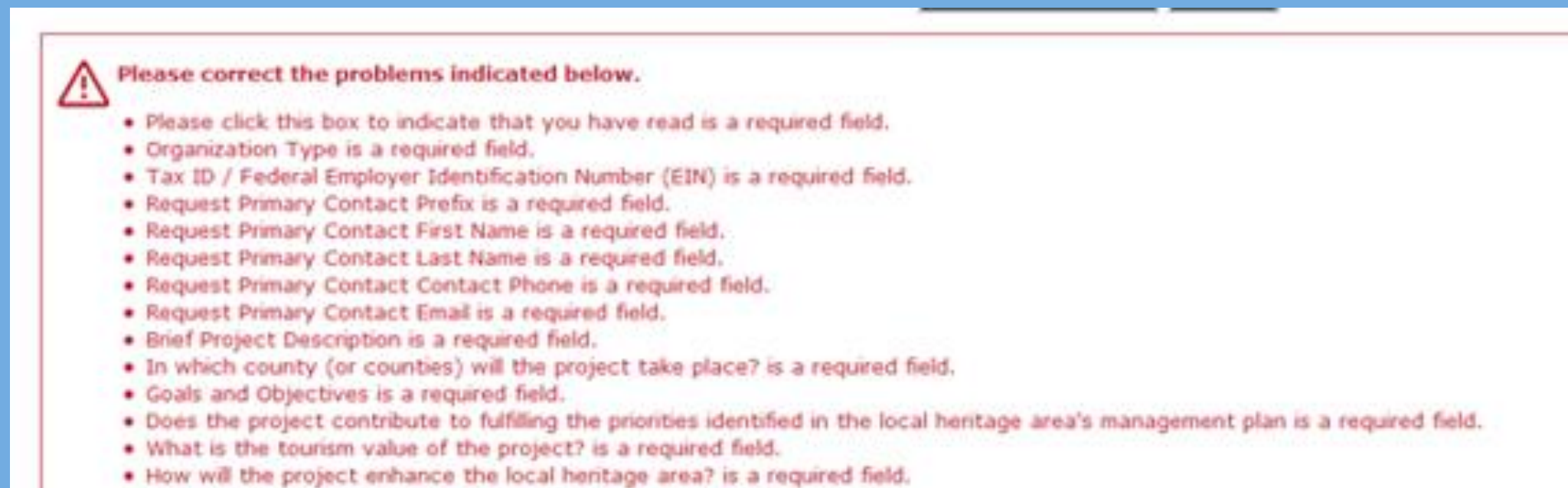


REVIEWING YOUR APPLICATION

Your application is complete when:

- You have filled in all required fields
- You have uploaded all required documents

When that is done, click the **Review My Application** tab. If you have missed any required items, they will be identified in red.



⚠ Please correct the problems indicated below.

- Please click this box to indicate that you have read is a required field.
- Organization Type is a required field.
- Tax ID / Federal Employer Identification Number (EIN) is a required field.
- Request Primary Contact Prefix is a required field.
- Request Primary Contact First Name is a required field.
- Request Primary Contact Last Name is a required field.
- Request Primary Contact Contact Phone is a required field.
- Request Primary Contact Email is a required field.
- Brief Project Description is a required field.
- In which county (or counties) will the project take place? is a required field.
- Goals and Objectives is a required field.
- Does the project contribute to fulfilling the priorities identified in the local heritage area's management plan is a required field.
- What is the tourism value of the project? is a required field.
- How will the project enhance the local heritage area? is a required field.



SUBMITTING YOUR APPLICATION

- You must resolve all outstanding problems before you will see a Submit button
- Keep in mind that while some fields are not required (no red asterisk), that does not mean you should leave fields blank. If they apply to you, you should fill them out.
- When you submit, you will receive confirmation on the screen and confirmation via email

You cannot make changes to an application once it has been submitted, unless it is "released" back to you by MHAA staff



ANY QUESTIONS? PLEASE CONTACT US!



mht.maryland.gov/Pages/MHAA/heritage-areas.aspx

MHT.grants@maryland.gov

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