

# Grant Application Tips

MHT Historic Preservation Capital Grant Program



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## Historic Preservation Capital Grant Program Overview

- Grants of up to \$100,000 for construction-related preservation projects
- Properties must be eligible for or listed on the National Register
- Non-profits and local governments are the most competitive
- Program webpage:  
[https://mht.maryland.gov/grants\\_capital.shtml](https://mht.maryland.gov/grants_capital.shtml)

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## Program Resources: [https://mht.maryland.gov/grants\\_capital.shtml](https://mht.maryland.gov/grants_capital.shtml)

The screenshot shows the Maryland Historical Trust website. The header includes the logo, 'DEPARTMENT OF PLANNING Maryland Historical Trust', a search bar, and social media icons. The navigation menu lists: HOME, FUNDING, RESEARCH AND SURVEY, PROJECT REVIEW, ARCHEOLOGY, and GET INVOLVED. The main content area is titled 'Resources' and 'Historic Preservation Capital Grant Program'. Under 'Resources', there is a 'My Grant Account' button and two sections: 'For Current Grantees' and 'For Grant Applicants'. The 'For Grant Applicants' section is circled in red, and an arrow points to it from the left. The 'For Grant Applicants' section includes links for: Grant Guidelines, Sample FY 2021 Grant Application, Sample Budget, Property Owner Consent Template, and Application "Quick Start" Guide. The 'Historic Preservation Capital Grant Program' section contains a paragraph of text and a photo of a gatehouse project.

**Resources**

**My Grant Account**

**For Current Grantees**

- Grants and Loans Annual

**For Grant Applicants**

- Grant Guidelines
- Sample FY 2021 Grant Application
- Sample Budget
- Property Owner Consent Template
- 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.

*Sotterley Plantation gatehouse project. Photo provided by Nancy Easterling.*

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## First Steps

Find the right grant for your project

- Who is eligible?
- What expenses are eligible?
- Grantmaker's mission

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## Getting Started

### Take advantage of resources

- Grant Guidelines
- Program workshops
- Program staff

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## Approaching the Application

### What info will reviewers need?

- Put your energy into the most important items
  - What is the grantmaker's mission?
  - What is the purpose of the grant program?
- Give clear answers
  - Don't copy/paste another answer
  - Be concise
  - Put info in the right place

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## What's important? Tell your story!

- Who are you? Explain your mission.
- What project would the grant pay for?
- Why is the project important?
- How will you make it happen?

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## Applying for an MHT capital grant

### What do you know about MHT?

- Government agency
- Focuses on Maryland's history, culture, and archaeology

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## Applying for an MHT capital grant

What does that mean for this grant?

- Government agency: public benefit
- Focuses on Maryland's history, culture, and archaeology: site significance and education

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## Applying for an MHT capital grant

What do you know about the Historic Preservation Capital Grant Program?

- Construction-related projects
- Historic properties
- Work on historic elements (not new construction)

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## Applying for an MHT capital grant

Is your project a good fit?

- Historic property
- Construction work on historic elements
- Public benefit & education

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## Historic Preservation Capital Grant Program: Application Overview

- Project Design/Urgency (describe your construction project)
- Budget (how the project is funded)
- Public Benefit (site public purpose & engagement)
- Impact (project impact on your org & community)
- Significance (site importance past and present)
- Property Info (eligibility info & photos)
- Project Management (the project team)
- Applicant Info (contact & eligibility info)
- Letters of Support (demonstrate community support)

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## Important Scoring Criteria

- **Proposed project** – preserves historical features, opens the site to the public, and/or helps pandemic recovery
- **Public benefit/Impact** – good public access, ADA accessibility, telling the story of Maryland's history and culture
- **Significance** – site history, importance to the local community and your mission
- **Urgency/prioritization** – what happens if the project can't take place now?

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## Sample Answers & Tips



Fairgrounds Entrance and Keeper's Residence,  
Washington County

\* Unless otherwise noted, sample answers were created for this workshop and were not submitted as actual application material.

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## Application: Project Design



Christ Rock M.E. Church, Dorchester County



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## Application: Project Design

### What is your construction project?

#### Include

- Only construction tasks
- Be clear about which work the grant will fund
- Start with priority items first
- Project timeline / steps

#### Avoid

- Overly broad descriptions
- Too much detail
- Non-construction info:
  - Site history
  - Why the project is happening
  - Mission of your organization

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## If you were a reviewer...

- Could you visualize the construction project?
- Could you figure out what grant funds would be spent on?
- Could you figure out if the proposed work is eligible?
- Do you need more info (or less) to understand the construction project itself?

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## Project Desc.: Sample 1 – Draft 1

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Half Moon School House will be repaired so that it can be used for school programs about backyard gardening. We are going to stabilize the building, because it was vacant for nearly ten years before Green Solutions Community Center purchased it. The school house needs to be brought up to code so it can be used for educational programming.

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:** Stabilization of the Half Moon School House to bring it up to code for educational programming.

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## Project Desc.: Sample 1 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Half Moon School House will be repaired so that it can be used for school programs about backyard gardening. We are going to stabilize the building, because it was vacant for nearly ten years before Green Solutions Community Center purchased it. The school house needs to be brought up to code so it can be used for educational programming.

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:** Stabilization of the Half Moon School House to bring it up to code for educational programming.

We don't know much about this project.

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## Project Desc.: Sample 1 Revised

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** Green Solutions Community Center will hire an architect to assess the building and prioritize work items to stabilize the school house to meet code. Work will include roof replacement, foundation repair, window replacement, treatment for termites, replacement of wood damaged by termites, upgrade the electrical system, add heat/air conditioning, and drainage improvements. The next phase of work will be to repair the flooring, paint, renovate the bathrooms, and add an ADA ramp.

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:** Stabilization including roof replacement, foundation repair, window replacement, replacement of wood damaged by termites, and drainage improvements.

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## Project Desc.: Sample 1 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** Green Solutions Community Center will hire an architect to assess the building and prioritize work items to stabilize the school house to meet code. Work will include roof replacement, foundation repair, window replacement, treatment for termites, replacement of wood damaged by termites, upgrade the electrical system, add heat/air conditioning, and drainage improvements. The next phase of work will be to repair the flooring, paint, renovate the bathrooms, and add an ADA ramp.

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:** Stabilization including roof replacement, foundation repair, window replacement, replacement of wood damaged by termites, and drainage improvements.

\* Tip: For a historic building, MHT will probably have questions or requirements about the work, especially replacements.

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## Project Desc.: Sample 1 Final

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** Green Solutions Community Center will hire an architect to assess the building and prioritize work items to stabilize the school house to meet code. Work will include roof replacement, foundation repair, window replacement, treatment for termites, replacement of wood damaged by termites, upgrade the electrical system, add heat/air conditioning, and drainage improvements. The next phase of work will be to repair the flooring, paint, renovate the bathrooms, and add an ADA ramp.

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:** Stabilization including in-kind roof replacement, foundation repair, replacement of missing windows with appropriate reproductions, replacement of wood damaged by termites, and drainage improvements.

\* Tip: in-kind = typical language for replacing with the same style/material that was already there

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## Project Desc.: Sample 2 – Draft 1

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently vacant but will be used for educational purposes and community service. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.

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## Project Desc.: Sample 2 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently in use for educational purposes, community service, and religious purposes. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.

**Where to include this info:** There is an application question that requests the property address – be sure you fill this in!

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## Project Desc.: Sample 2 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently in use for educational purposes, community service, and religious purposes. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.

**Where to include this info: You can describe the building and its history in the “Significance” section.**

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## Project Desc.: Sample 2 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently in use for educational purposes, community service, and religious purposes. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.

**Where to include this info: This information should be included in the “Public Benefit” section in the questions about public engagement and property use.**

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## Project Desc.: Sample 2 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently in use for educational purposes, community service, and religious purposes. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.

**Where to include this info: Make sure to describe this in the question about the urgency of the project.**

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## Project Desc.: Sample 2 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** ~~The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently vacant but will be used for educational purposes and community service. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.~~

**We don't know much about this project!**

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## Project Desc.: Sample 2 Notes

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** The Augustine Church is located at the corner of Maple Road and Main Street in Green Springs. The church was built in 1912 and substantial additions were built in 1930. The building is currently in use for educational purposes, community service, and religious purposes. The building and site appear to be in generally fair condition but have some continuing maintenance problems, and significant problems and opportunities for which funds should be budgeted for future capital improvements. The full assessment is available as an attached report from the architect. The total estimated cost of implementing recommendations in the report is \$573,000.

**How to handle this info:** Architects' reports should be summarized for the reviewer. Clearly describe the report items that make up this project.

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## Project Desc.: Sample 2 Final

**Q1:** Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.

**A1:** Augustine Church recently hired an architect whose work recommendations included repair of stained glass windows, replacement of the slate roof, upgrades to the electrical and plumbing systems, replacement of the concrete sidewalks and walkways, and repointing of exterior brick. The first phase is the replacement of the slate roof. Once the roof is complete, the stained glass windows will be repaired and painted. The final phase will include the brick repointing, electrical and plumbing upgrades, and sidewalk repairs.

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:** Grant funds will be used to remove the stained glass windows from their frames, temporarily close the openings, have the windows and sashes repaired in a contractor's workshop, have the frames repaired and painted, and reinstall the repaired windows.

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## Project Desc.: Sample 3 – Draft 1

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:**

**Bathroom**

- Remove existing stalls
- Remove existing toilets
- Remove existing sinks
- Remove mirrors
- Remove soap dishes
- Remove existing lighting
- Remove existing tile
- Remove existing drywall
- Upgrade plumbing
- Install new tile
- Install new drywall
- Tape/compound/sand drywall
- Paint drywall

- Install new toilets/sinks
- Install new mirrors
- Install new soap dishes
- Replace light fixtures

**Entryway**

- Remove existing linoleum
- Remove existing drywall
- Remove existing lighting
- Repair existing window
- Repair existing entry door
- Install new drywall
- Tape/compound/sand drywall
- Paint drywall
- Paint window and door frames

- Paint door
- Install hardwood flooring
- Replace light fixtures

**Event Hall**

- Scrape trim
- Scrape loose paint on walls
- Tape windows
- Paint window and door frames
- Paint walls and ceiling
- Sand original hardwood floors
- Refinish hardwood floors

**Main Office**

- Scrape trim

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## Project Desc.: Sample 3 Notes

**Q2:** List the construction work that this specific grant (and any required match) would fund.

**A2:**

**Bathroom**

- Remove existing stalls
- Remove existing toilets
- Remove existing sinks
- Remove mirrors
- Remove soap dishes
- Remove existing lighting
- Remove existing tile
- Remove existing drywall
- Upgrade plumbing
- Install new tile
- Install new drywall
- Tape/compound/sand drywall
- Paint drywall

- Install new toilets/sinks
- Install new mirrors
- Install new soap dishes
- Replace light fixtures

**Entryway**

- Remove existing linoleum
- Remove existing drywall
- Remove existing lighting
- Repair existing window
- Repair existing entry door
- Install new drywall
- Tape/compound/sand drywall
- Paint drywall
- Paint window and door frames

\* Upload the estimate with your application

\* Summarize the work

\* Location of work is sometimes helpful, especially for religious sites, but should be streamlined

\* Start with highest priority items

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## Project Desc.: Sample 3 Final

**Q2:** *List the construction work that this specific grant (and any required match) would fund.*

**A2:** Grant funds will be used for interior construction. Original hardwood floors will be refinished; 1990s tile and linoleum will be replaced with tile and hardwood, respectively. The entryway window and door will be repaired, and the 1990s wallpaper and drywall will be removed and replaced with new drywall. 1990s ceiling lighting fixtures will be replaced. The bathroom will be upgraded, including plumbing upgrades and replacement of stall partitions and fixtures. All rooms will be painted.

\* Tip: Since we try to save and repair historic features, any demolition, removal, or replacement can raise a red flag for reviewers. Noting the age of these features can help confirm eligibility.

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## Project Desc.: Sample 4 – Draft 1

**Q1:** *Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.*

**A1:** This project is part of a capital campaign to preserve a historic house and re-use it as the A. Quinn Jones Museum. The museum needs funds to add an ADA-accessible bathroom by partitioning off office space. This bathroom will be used by staff and visitors and will allow the museum to expand educational programming. The museum plans to increase educational programs for at-risk students. The building is currently leased from the City for twenty years, and museum staff will work with an architect to assess the building's needs and provide value engineering. The campaign will include exterior siding repair, roof repair to stop leaks, and hardscaping in the garden space.

**Q2:** *List the construction work that this specific grant (and any required match) would fund.*

**A2:** The museum is located in a historic house that is part of the Pleasant Street Historic District and was built in 1924. A. Quinn Jones, the first principal of the neighborhood high school, lived here and it remained a private residence until 2005 when it became vacant. The City acquired it in 2015 and stabilized it before negotiating with the Pleasant Street Historical Society to create a museum. The current bathroom is not ADA accessible, so this grant is needed to add one. The hardscaping will improve curb appeal.

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## Project Desc.: Sample 4 Notes

**Q2:** *List the construction work that this specific grant (and any required match) would fund.*

**A2:** The museum is located in a historic house that is part of the Pleasant Street Historic District and was built in 1924. A. Quinn Jones, the first principal of the neighborhood high school lived here and it remained a private residence until 2005 when it became vacant. The City acquired it in 2015 and stabilized it before negotiating with the Pleasant Street Historical Society to create a museum. The current bathroom is not ADA accessible, so this grant is needed to add one. The hardscaping will improve curb appeal.

- \* Would the grant be for architectural services? Construction? Both?
- \* Did they intend to include hardscaping in grant funds? (probably not eligible)
- \* Will the leaking roof be repaired? (urgency/priority)

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## Project Desc.: Sample 4 Final

**Q1:** *Describe the overall construction project, including recently completed and upcoming future phases of work as well as work funded through other sources.*

**A1:** This capital campaign will preserve a historic house and re-use it as a museum. The first phase of work will be an architectural assessment to prioritize work items and produce construction documents. The second phase will be repairs to the roof. The third phase will be to repair the siding and to install a new, ADA-accessible bathroom by partitioning off one part of the office. The final phase will be to make improvements to the garden, including repair of pathways and installation of benches.

**Q2:** *List the construction work that this specific grant (and any required match) would fund.*

**A2:** Grant funds will be used to repair and paint the exterior siding.

**It is clear what the grant will pay for and that the leaking roof will be fixed first.**

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## Significance vs. Public Benefit

- Significance: What's the story of the site (then and now)?
  - Public Benefit: How do people learn about that story, experience the site, or benefit from the site?
- \*Tip: There's some overlap – include the information where you feel it is most appropriate for your site and organization!

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## Application: Significance



Thomas Point Shoal  
Lighthouse, Anne Arundel Co.



Iron Hill Cut Jasper Quarry Archaeological  
Preserve, Cecil County

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## Application: Significance

### Why is your site important?

#### Include

- History of the site
- Meaning to local community now
- Importance of the site to your mission
- Info MHT may not know

#### Avoid

- Copying MIHP form
- Only giving info about a historic district
- Only describing architecture

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## If you were a reviewer...

- Do you understand the history of the site?
- Do you know if there have been major changes to the site since it was built?
- Do you know about important events or people associated with the site?
- Do you know what the site's importance is to the local community now (regardless of its original purpose)?
- Do you understand how the physical site helps the applicant meet their mission?

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# Significance: Sample 1 – Draft 1

**Q1:** *Property Significance: Briefly discuss the property's historical and modern significance.*

**A1:** The Charles Village/Abell area has played an important role in the development of North Central Baltimore. It can be considered the northernmost extension of Baltimore's finest rowhouse neighborhoods which first developed at Mount Vernon Place and expanded northward along the Charles Street corridor. The architecture of Charles Village/Abell represents a cross section of late 19th to early 20th century rowhousing, individual homes, apartments, institutional structures, and compatible commercial buildings that provide the pivotal transition between the heavily urbanized neighborhoods to the south and the garden suburbs of Guilford, Homeland, and Roland Park to the north. The picturesque Enoch Pratt Free Library Branch is one of the district's noteworthy institutional structures, and was designed by the prolific architect Charles R. Carson.

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# Significance: Sample 1 Notes

**Q1:** *Property Significance: Briefly discuss the property's historical and modern significance.*

**A1:** The Charles Village/Abell area has played an important role in the development of North Central Baltimore. It can be considered the northernmost extension of Baltimore's finest rowhouse neighborhoods....

\* Don't just copy the inventory form.

\* Include info about the site, not just the district.

**8. Significance** B-3736

<b>Period</b>	<b>Areas of Significance—Check and justify below</b>		
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input checked="" type="checkbox"/> community planning	<input checked="" type="checkbox"/> landscape architecture
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> education	<input type="checkbox"/> military
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music
<input checked="" type="checkbox"/> 1800-1899	<input checked="" type="checkbox"/> commerce	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy
<input checked="" type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government
		<input type="checkbox"/> invention	<input type="checkbox"/> religion
			<input type="checkbox"/> science
			<input type="checkbox"/> sculpture
			<input type="checkbox"/> social/
			<input type="checkbox"/> humanitarian
			<input type="checkbox"/> theater
			<input type="checkbox"/> transportation
			<input type="checkbox"/> other (specify)

**Specific dates** c. 1868-c. 1930      **Builder/Architect** many

**Statement of Significance (in one paragraph)**

SIGNIFICANCE SUMMARY

The Charles Village/Abell area has played an important role in the development of North Central Baltimore. It can be considered the northernmost extension of Baltimore's finest rowhouse neighborhoods which first developed at Mount Vernon Place and expanded northward along the Charles Street corridor. The architecture of Charles Village/Abell represents a cross section of late nineteenth to early twentieth century rowhousing, individual homes, apartments, institutional structures and compatible commercial buildings that provide the pivotal transition between the heavily urbanized neighborhoods to the south and the garden suburbs of Guilford, Homeland and Roland Park to the north. This area is unique since it combines an urban grid street pattern and rowhouse character with suburban-like landscaped front yards and park-like boulevards - the result of early community planning efforts. Both the predominance of eclectic rowhouse detailing which

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## Significance: Sample 1 Final

**Q1:** *Property Significance: Briefly discuss the property's historical and modern significance.*

**A1:** The Village Learning Place's historic building was originally Branch 6 of Baltimore's Enoch Pratt Free Library, designed in part by philanthropist Pratt himself and built in 1896. The building's significance as part of the nation's first circulating library branch system is only one of the reasons it is meaningful. When the Pratt Library announced plans to close this Charles Village branch in 1997, neighborhood residents were incensed. These residents rallied together to stage a full funeral march for their library, complete with mourning clothes, signs, and flowers, which shut down St. Paul Street and garnered widespread media attention. Though they did not succeed in keeping the Pratt branch open, these same residents gained control of the beloved building and lovingly restored it. The Village Learning Place now stands as a beautiful historic building, a physical embodiment of community endeavor, and a true symbol of Baltimore's neighborhood pride. [excerpt from application]

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## Significance: Sample 2 – Final

**Q1:** *Property Significance: Briefly discuss the property's historical and modern significance.*

**A1:** Built in 1927, the historic Easton National Guard Armory is an iconic, large brick structure that stands at a busy intersection in downtown Easton. Its architectural style reflects the period of state and national history in which armories were built to resemble fortresses. Our facility, which we now call the Waterfowl Building, has served the mid-Shore community in many ways over the years. In the early to mid-20th century, in addition to being the training center for local militias, our facility was a place of community activity; for dances, socials, basketball pickup games, and other group events. When it was no longer needed for military use in the mid-1970s, it became home to the regional MD Department of Natural Resources for a period before the Town of Easton took ownership. Since Waterfowl Chesapeake took ownership in 1997, it has been the home of the annual Waterfowl Festival weekend. The 47-year-old Festival is iconic itself; it and our building are now seeing 3rd generation visitors. The remainder of the year, we continue to support the tradition of being a place for people of all kinds to come enjoy everything from extended art exhibitions and craft fairs to community events, non-profit fundraisers and other activities. [excerpt from application]

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## Significance: Samples 1 & 2 Notes

### Descriptions told us about:

- \* Original purpose & architecture
- \* Changing use and community meaning over time
- \* Importance of site for current occupant/applicant

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## Application: Public Benefit



Catoctin Furnace Historic District: African American Cemetery Interpretive Trail, Frederick County



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## Application: Public Benefit & Impact

How does your site/organization impact the public?

### Include

- Historical programming
- How the public can experience your site
- Accessibility
- How this project will improve public impact
- Partnerships

### Avoid

- Only describing activities that benefit your organization
- Only relying on the site being historical (every applicant's property is!)

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## If you were a reviewer...

- Do you understand who benefits from this site?
- Do you understand the (hi)story being told here?
- Is the full story of the site being told?
- How can visitors engage with or learn about (or take a quiet pause from) painful history associated with the site?
- How publicly accessible is the site?

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## Public Benefit: Sample 1 – Draft 1

**Q1:** *Describe the benefit and objectives of the property and completed project to the public.*

**A1:** Century Tower is an iconic building in the historic district. Protecting historic sites is important and has many benefits for the public. Historic buildings can help people better understand the past and different groups. Preservation has many economic benefits for the local community including attracting heritage tourists and increased local employment.

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## Public Benefit: Sample 1 Notes

**Q1:** *Describe the benefit and objectives of the property and completed project to the public.*

**A1:** Century Tower is an iconic building in the historic district. Protecting historic sites is important and has many benefits for the public. Historic buildings can help people better understand the past and different groups. Preservation has many economic benefits for the local community including attracting heritage tourists and increased local employment.

**Other than mentioning that this is an “iconic building,” this description could apply to any applicant.**

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## Public Benefit: Sample 1 Final

**Q1:** *Describe the benefit and objectives of the completed project to the general public.*

**A1:** As an iconic building in the campus National Register Historic District, Century Tower attracts visitors from the community and from out-of-town both to enjoy its architecture and to seek out the many intentionally-designed views from key points around campus. The tower's historic carillon is used to commemorate important events on campus and is also used for public concerts at least three times per month. The ground-floor room of the tower is a small museum that houses two exhibits, one permanent exhibit about the history of campus and one rotating exhibit about themes relevant to the local community. Recent rotating exhibits have included topics such as desegregation of the university and racial relations in the city, influential female graduates, and the history of veterans on campus.

**We have a better idea who uses the site and how visitors learn about different themes in local history.**

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## Public Benefit: Sample 2 Final

**Q1:** *Describe the benefit and objectives of the property and completed project to the public.*

**A1:** The National Society of Colonial Dames of America in Maryland is undertaking two major projects to both broaden the interpretation of the museum and to stabilize the deterioration of the 1760 Georgian House Museum. The reinterpretation will tell the story of all the people who lived and labored at the industrial plantation that made up Mount Clare, including more than 200 enslaved people, indentured servants, convict laborers, free trades people, and immigrant artisans. Until now, the Museum has focused almost exclusively on the wealthy Carroll family and showcasing antique furniture, silver, china and other decorative arts. We believe the Museum should tell the story of all the people who helped the Carroll's amass their wealth through their largely unpaid labor at the plantation house, iron mill, brickworks, tobacco and grain fields.  
[excerpt from application]

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## Public Benefit: Sample 3 - Draft

**Q1:** *Describe the benefit and objectives of the property and completed project to the public.*

**A1:** Augustine Church provides services such as weddings and funerals as well as events like weekly dinners for congregants. Members of the public are welcome to attend services and church events.

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## Public Benefit: Sample 3 Notes

**Q1:** *Describe the benefit and objectives of the property and completed project to the public.*

**A1:** Augustine Church provides services such as weddings and funerals as well as events like weekly dinners for congregants. Members of the public are welcome to attend services and church events.

**While the general public could attend services, the activities described mainly benefit the congregation.**

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## Public Benefit: Sample 3 Final

**Q1:** Describe the benefit and objectives of the property and completed project to the public.

**A1:** Augustine Church fulfills its spiritual ministry by providing congregants with services such as weddings, weekly dinners, and other gatherings. The fellowship hall has a large meeting room and four smaller rooms that are rented to community groups for activities like cooking classes and craft fairs. These rooms are also provided free of charge to non-profits that offer services like teaching computer skills to local children.

The church is one of the stops on the local historic district tour, and visitors are welcome every afternoon to view the historic murals in the sanctuary. The archives room is open every Saturday afternoon or by appointment, offering the public access to historical documents and materials about the church, its congregation, the neighborhood, and residents who lived in the neighborhood. The archives room also contains an exhibit about the role of local community members in the Civil Rights Movement.

The local historical society has partnered with numerous historic sites in the county, including Augustine Church, to maintain a website with information about the county's history, historic buildings, and the craftspeople who built them. One of the pages features the artist who painted Augustine Church's historic murals.

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## What else is in the application?

- Project Design/Urgency (describe your construction project)
- **Budget** (how the project is funded)
- Public Benefit (site public purpose & engagement)
- Impact (project impact on your org & community)
- Significance (site importance past and present)
- **Property Info** (eligibility info & photos)
- **Project Management** (the project team)
- Applicant Info (contact & eligibility info)
- **Letters of Support** (demonstrate community support)

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## Application: Budget

- Does your budget spreadsheet accurately match (only) your grant project?
- Are all costs eligible?
- Is there enough to cover the proposed phase of work?

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## Application: Property Info Tips

- Look for your property on Google Maps and SDAT:
  - <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>
- Uploading a map helps for tricky addresses
- Uploading a site map helps for properties with multiple buildings

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## Application: Photos

Photos help reviewers with:

- The overall context of your site
- Areas that will be the focus of grant work
- Understanding existing conditions and materials
- Understanding your written descriptions

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## Photos: Sample 1



Christ Rock Church, Dorchester County

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## Photos: Sample 1



Christ Rock Church, Dorchester County

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## Photos: Sample 2



Liberty Grace Church, Baltimore City

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## Photos: Sample 2



Liberty Grace Church, Baltimore City

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## Application: Project Management

Who's on your project team?

- Managing construction
- Managing grant requirements
- Providing professional input
- Providing other necessary services like volunteer coordination or fundraising

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## Application: Letters of Support

- Quality > Quantity!
- Opportunity to showcase partnerships
- Demonstrate importance to the public
  - locals with personal memories
  - descendants
  - groups that visit frequently

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## Application Tips Recap

- Find a grant program that's a good fit.
- Take advantage of program resources
- Give clear answers that paint a picture:
  - who you are
  - what your project is
  - why it's important
  - how you'll achieve it
- Share your passion and your site's uniqueness!

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## Historic Preservation Capital Grant Program Contact Info

Barbara Fisher, Capital Grant Administrator  
[barbara.fisher@maryland.gov](mailto:barbara.fisher@maryland.gov)

Visit our website for additional resources:  
[https://mht.maryland.gov/grants\\_capital.shtml](https://mht.maryland.gov/grants_capital.shtml)