

Maryland Historical Trust



MATCH REQUIREMENTS Q&A: Historic Preservation Capital Grant Program & African American Heritage Preservation Program

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MARYLAND DEPARTMENT OF



PLANNING

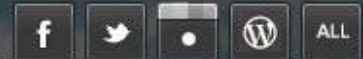


Maryland Historical Trust

HP Cap Grant: https://mht.maryland.gov/grants_capital.shtml
AAHPP Grant: https://mht.maryland.gov/grants_africanamerican.shtml



DEPARTMENT OF PLANNING
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HOME FUNDING RESEARCH AND SURVEY PROJECT REVIEW ARCHEOLOGY GET INVOLVED

Resources

My Grant Account

> For Current Grantees

- Grants and Loans Manual

> 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.

Grant Basics



- **Capital (construction-related) projects**
- **Grant Amounts**
 - Maximum grant amount = \$100,000
 - Minimum recommended = \$10,000
- **Property Eligibility**
 - HP Cap: historic properties
 - AAHPP: sites related to African American heritage



B&O WB Tower, Frederick County

Applicants Required to Provide Match:



Business Entities
Individuals
Local + State Governments

NOT NON-PROFITS

Match Requirements 101



- 1:1 match required (not non-profits)
- Must relate directly to the grant project
- Match must be used within grant period
- Document match in your application

Cash and In-Kind Match



- Any combo of cash and/or in-kind match
- Example cash sources:
 - Cash donations
 - Loan funds
 - Fundraiser collections
- Example in-kind sources:
 - Donated or discounted materials
 - Donated/volunteer services
 - Staff salaries

Match Often Covers...



- Services when the grantee cannot hire through a competitive bid
- Services provided by the property owner or grantee (materials, staff time)
- Specific construction supplies or equipment
- Construction permits
- Architectural work or assessment

Examples of Eligible Match



- Cash expenditures within the grant period and grant scope of work
- Staff salaries for time spent on the grant project
- Donated/discounted construction supplies
- Services donated by a professional
- Volunteer time spent on the grant project

Acquisition Eligibility/Ineligibility



- Match related to the acquisition may be eligible
- If grant funds will be used exclusively for acquisition, then other acquisition funds could be used for match
- Otherwise, the cost to acquire a property may not be used as match

Ineligibility Related to State Funds/Projects



- State funds cannot be used as match (e.g. state grants, loans)
- The same match may not be used for more than one state program

Non-Capital Expenditures Are Ineligible



- Insurance
- Appraisals
- Landscaping
- Expenses for hosting meetings
- Maintenance
- Hosting fundraisers
- General office expenses
- Accounting or audit costs
- Property tax

Cash Match Documentation



BLOCK OUT FINANCIAL ID NUMBERS!

- Bank statement or official treasurer's report
- Letters from donors (include \$ amount)
- Award letters for non-state grants
- Loan commitment letters
- For a government entity:
 - Provide budget document clearly showing the line item(s) from which match is committed

In-kind Match Documentation



- **Staff Salary**
 - Indicate number of hours and rate/hour
- **For volunteer time**
 - Calculate hours and use the Maryland rate from this site:
 - http://www.independentsector.org/volunteer_time
- **Donated services**
 - Signed statement from the donor with value of services noted
- **For donated materials:**
 - Signed statement or receipt / invoice from the donor and note fair market value of materials or discount

Other Project Funds



- Document any non-state funds that are committed to the grant project above and beyond the required match
- Identify the source and amount of these funds in application

Filling in the Budget Spreadsheet



SAMPLE Budget

Historic Preservation Capital Grant Application

Item #	Work Item (Description)	Capital Grant Funds Requested	Applicant Proposed Cash and In-Kind Match	Other Project Funds (non-state funds)	Total Project Funds
1	ARCHITECTURAL & ENGINEERING SERVICES	\$0.00	\$7,000.00	\$0.00	\$7,000.00
2	MASONRY REPAIRS & REPOINTING (FOUNDATION)	\$7,000.00	\$5,000.00	\$1,000.00	\$13,000.00
3	CARPENTRY (WINDOW REPAIRS)	\$8,000.00	\$7,000.00	\$0.00	\$15,000.00
4	ROOFING (DOWNSPOUTS & GUTTERS)	\$4,000.00	\$0.00	\$0.00	\$4,000.00
	TOTALS	\$19,000.00	\$19,000.00	\$1,000.00	\$39,000.00

Budget Detail and Instructions

Sample Budget



We Review Match Through this Lens...



- Is the cost eligible? Has it been used in the grant period? Is it related to the approved scope of work and/or budget?
- Is the cost necessary?
- Is the cost reasonable?
- Is the cost verifiable? Do you have proof of the project expense?

Contact and Website Links



Barbara Fisher, Capital Grant Administrator

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Websites:

HP Capital Grant: https://mht.maryland.gov/grants_capital.shtml

AAHPP Grant: https://mht.maryland.gov/grants_africanamerican.shtml