



**Maryland Historical Trust**

100 Community Place  
Crownsville, MD 21032  
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www.mht.maryland.gov

# Museum Advancement Grant Administration Tip Sheet

Congratulations on receiving a Museum Advancement Grant Award! To make your grant administration easier, MHT has created the following tip sheet to help you administer your grant. Should you have any questions regarding Museum Advancement Grant administration, please contact Evie Cohen at 410-514-7615 or [ecohen@mdp.state.md.us](mailto:ecohen@mdp.state.md.us) or Mary Alexander at 410-514-7622 or [MAlexander@mdp.state.md.us](mailto:MAlexander@mdp.state.md.us).

## General Grant Administration Guidelines

- ◆ Grantee should work to insure that your project costs are necessary and reasonable.
- ◆ Check the MHT website for guidelines on Grantee contribution requirements, including important guidance for documentation.
- ◆ Contact your MHT project monitor if your project budget will differ from that in Exhibit A of the Grant Agreement. MHT must approve in writing changes greater than 10% of the total grant amount.

## Progress Reports:

- ◆ Must reflect the project schedule within the grant agreement.
- ◆ Must include a description of all work completed within the reporting period.
- ◆ Must include a notation of funds expended against all budget categories, including MHT funds and Grantee contributed funds, both cash and in-kind.
- ◆ Must include timesheets for project personnel during the reporting period.
- ◆ Must include timesheets for all hours contributed by volunteers. The Independent Sector rater for volunteer hours in 2009 is \$20.25/hour.

## Documents you must submit to the Trust when the project is completed:

- ◆ Final reports that record the museum accomplishment with grant funding
- ◆ Documentation of project expenditures
- ◆ Documentation of contributed funds both cash and in-kind (including volunteer hour timesheets)
- ◆ Samples of publications and publicity materials that include acknowledgement of MHT/MDP funding.

## Extensions

- ◆ At the discretion of MHT, extensions of the project timetable may be granted.
- ◆ Contact Mary Alexander to request an extension. Grantees must submit a letter with the following information: statement of why the project cannot be completed as scheduled; description of what work has been completed and what remains to be done; and a revised timetable with a new project end date. This letter may be emailed.
- ◆ **An extension will not be approved after the Project Completion Date shown in Exhibit A of the Grant Agreement.**