

# FY 2025 Maryland Heritage Areas Authority (MHAA) Project Grant Intent to Apply Form

## Intent to Apply

### INSTRUCTIONS

- All questions with a red asterisk (\*) require answers.
- To request accommodations for individuals with disabilities, please contact MHAA 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

**Street Address      City      Zip Code**

**State**  
- Select One -

**Annual Operating Budget Drop Down**

**Primary Project Contact Person**

**Prefix      First Name**  
- Select One -

**Last Name**

**Title**

**Office Phone**

**Extension**

**E-mail**

**Street Address      City      Zip Code**

**State**  
- Select One -

**Primary Contact's Role on the Project**

**Project Description**

**Heritage Area**

Check all that apply. If you are not sure which heritage area your project is in, watch [this short video](#) with instructions on how to check. If you are applying for a multi-

heritage area grant you may check more than one.

**County where the project will take place:**

Check all that apply.

**Project Title****What type of project are you requesting funding for?**

The following types of activities are eligible to receive MHAA funding:

- **Capital** - Acquisition, Development, Rehabilitation, Restoration, Pre-Development (Construction and Pre-Construction), Trails
- **Non-Capital** - Planning, Research, Interpretation, Exhibits, Digital Resources, Signage, Archaeology, Educational Programs, Seminars, Conferences, Performances, Commemorations, Festivals

**Project Description**

Briefly describe your project, including what your end results and products will be.

**Benefit to Heritage Tourism**

Briefly discuss how your project will benefit heritage tourism.

**Project Budget**

**Completing this section does not in any way commit your organization to this amount. You may change your request amount at the time of full application.**

**When typing in dollar amounts, only enter numbers. Round the amounts to the nearest dollar.**

**Estimated MHAA grant funds to be requested**

The minimum amount you can request is \$5,000. The maximum amount is \$50,000 for non-capital projects and \$100,000 for capital projects.

**Total Matching Funds Expected (this should equal the total estimated grant funds requested)**

- Your organization must match MHAA funds dollar-for-dollar, with any combination of cash and in-kind contributions.
- This means that if you receive a \$5,000 grant, your organization must spend an additional \$5,000 on the project using non-state sources of funds. State and non-state employees' time spent on the project is eligible for inclusion in the match.
- In-kind matching fund may consist of volunteer hours you plan to spend on the project (currently valued at \$32.82 per hour) and the documented value of donated or discounted services and materials.
- You cannot spend grant or match funds prior to grant award

**Estimated Other Project Costs**

If you plan to spend additional non-state funds, beyond the grant and required dollar-for-dollar match, these are considered Other Project Costs. Leveraging more than the required one-to-one match is not a requirement and will not mean that your project is more likely to be funded.

**Estimated Total Project Cost**

0.00