

FY 2020 MHAA Non-Capital Grant Application

Instructions

Overview

Organization Name

Grant Project Title

The project title should refer to the property and specific activity for which funding is being requested.

FY2020 MARYLAND HERITAGE AREAS PROGRAM NON-CAPITAL GRANT APPLICATION

Application Deadline (online submission):
11:59 pm on your local heritage area's deadline (see page 17 of the Grant Guidelines).

The **Maryland Heritage Areas Program Non-Capital Grant** promotes planning, interpretation and programming projects that support and create heritage tourism resources within the 13 Certified Heritage Areas.

Please read the following instructions before beginning your application:

- This grant application is for **non-capital projects**, rather than capital, or construction projects.
- Funds awarded in this application round will be available no sooner than July 11, 2019.
- Please review the **program guidelines** before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline.
- We strongly recommend that you **contact your local heritage area staff** before applying to be sure your project is eligible and to obtain appropriate guidance.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on your local heritage area's deadline (see the Grant Guidelines)**.
- Please note that all questions with a **red asterisk (*)** require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents.
- When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail.

Notes on completing the online application:

- Please review the "Quick Start" guide available [HERE](#) before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact mht.grants@maryland.gov.

MHAA Program Areas of Focus

MHAA has three main areas of focus. Please make sure that your application addresses how your projects aligns with these three areas:

- Developing Heritage Tourism Product
- Building Partnerships
- Sustaining Regional Identity

You can find more about the areas of focus and the overall goals of the Maryland Heritage Areas Program in our strategic plan, which can be found [HERE](#).

Acknowledgement

Please click this box to indicate that you have read and understand the guidelines, available [HERE](#).

No

Project Design

Project Design

Project Description

Describe the overall project, including past and future phases of work as well as work funded through other sources.

Grant Project Scope of Work

List the work that this specific grant (and related matching funds) would fund.

What will be the results of this project? What tangible and intangible deliverables do you anticipate?

For tangible deliverables, specify the anticipated number of products, i.e. 1,500 square feet of exhibits, 5,000 brochures; for intangible deliverables, provide estimates, i.e. 500 new visitors, 150 new interactions with the public, 750 additional page views on your website.

Grant Project Start Date

The date you plan to start work.
This date should not be earlier than July 11, 2019.

Grant Project End Date

Should be no more than two years from the project start date.
Be sure to allow yourself plenty of time to complete the project, and build in time for unforeseen delays.

Key Steps and Timeline

List the steps you will take to complete the project, and projected dates when you will do them. Include other phases (identified as outside the grant period) if applicable.

Budget**Project Budget**

- The project budget is an important aspect of your grant application, and it is necessary for you to review the **grant guidelines** in order to fill out your budget correctly.
- Please note that ALL applicants are REQUIRED to provide a dollar-for-dollar match to the grant, which must be at least 75% cash and no more than 25% in-kind match.
- ALL applicants must provide documentation that the proposed match is committed or in-hand. Applicants that have their match documented by June 1, 2019 will receive extra points; if awarded a grant, all match documentation must be received by October 31, 2019 in order to receive a grant.
- All match MUST be expended during the grant period, which will commence no earlier than July 11, 2019.
- The total of required cash and in-kind match should not exceed the amount of the grant request.
- **Before completing the budget fields below on this page, complete your detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#). You must use this form.**
- You will use the numbers from the Excel spreadsheet to fill out the fields below, on this page.
- For a sample budget, please see sample budget tab in the Excel budget document.

Detailed Project Budget

Using the line items from your "Grant Project Scope of Work" answer on the previous tab, provide a detailed project budget. The required form is available [HERE](#).

Once you have completed the project budget, upload it here as an Excel file.

Grant Funds Requested**Grant Funds Requested**

The maximum amount you can request for an MHAA Capital Grant project is \$100,000.

The minimum is \$5,000.

Round up to the nearest dollar.

Matching Funds**Proposed Cash Match**

What is the dollar amount of the cash funds that you will provide for your required match?

You must provide at least 75% of the amount you are requesting for the grant.

Upload proof of your cash match here.

If you are not able to provide documentation of your match at the time of submission, please email your match documentation to MHT.grants@maryland.gov by June 1, 2019 in order to get extra points during the review, and no later than October 31, 2019 in order to receive a grant award.

Proposed In-Kind Match

What is the dollar amount of the cash value of your proposed in-kind match?

Upload proof of your in-kind match here.**Other Project Costs**

Many projects cost far more than the requested amount and the required match. In order to understand the full cost of the project, we ask that you list the additional project costs as well. So if the total project is going to cost \$200,000, and you are requesting a grant of \$50,000, with a proposed \$50,000 match, the Other Project Costs would be \$100,000.

List the source(s) of all non-state matching funds you are including in your proposed project costs. Please indicate if the funds and support are in-hand, committed, or not yet available.

Describe any state funds that are already committed for this project.

Other state funds may not be part of the match for this grant, but they may be a significant source of other funds for your project.

Total State Funds Already Committed**Budget Narrative****Provide a brief explanation of each line item in your budget.**

Include information on what the use of funds/activity is and the basis for the cost of the expense/activity. If the activity's Source of Funds was indicated as "Other" please note the source and status of those funds - have they been committed? applied for? etc.

Please upload any supporting documentation for your budget (e.g. estimates, correspondence containing pricing options, list prices for items described in the budget).

If you need to upload multiple documents, you can upload the first document here, and any others on the Attachments page.

Ongoing Maintenance

How will ongoing maintenance costs be paid for in future years (if applicable)?

Urgency**Urgency and Significance****Is this project urgent?**

Why does this project need to proceed at this time? What will happen if it does not? What part of the project needs to be completed most urgently?

Impact**Impact**

How will completing the project accomplish the goals and objectives your organization?

How will completing this project accomplish the goals and objectives of your heritage area?

You are encouraged to cite specific sections of your local heritage area's planning documents.

Describe how this project will address one or more of the Maryland Heritage Area's Program's three areas of focus.

The three areas of focus are: Developing Heritage Tourism Product; Building Partnerships; and Sustaining Regional Identity. You can find more about the areas of focus and the overall goals of the Maryland Heritage Areas Program in our strategic plan, which can be found [HERE](#).

Does your project support or highlight the diverse history and cultural traditions of Maryland? If so, please provide details.

Diversity could refer to any group of people who have been underrepresented in the historical and cultural record: women, people of color, immigrants, LGBTQ communities, people with disabilities.

Access & Outreach

Access and Outreach

Describe the benefit of the completed project to the general public.

What provisions exist or will be made for physical or programmatic access by individuals with disabilities?

How will you ensure that the general public will learn about your property or project?

How are you making information available about the history of the site or resource? Do you have a website? How will public inquiries or tour requests be handled? How will brochures or informational materials be distributed? While MHAA project grant funds are not permitted to directly support marketing materials and activities, applicants are encouraged to include marketing costs for the project as part of their matching contribution, if applicable.

Project Mgmt

Project Management

Describe your organization's administrative and financial experience and ability to manage the property and to manage a grant of this type.

Identify other grants or other types of funds your organization has received and successfully managed.

Also describe your organization's experience with building-related or construction projects, and address the ability of your organization, and/or the property owner, to administer the property or project into the future.

Administrative Capability

Identify any key individuals within the applicant organization who will be involved in the implementation of this project, in addition to the primary contact identified on the "Applicant" tab.

Include the name, title, areas of expertise, and the role they will play for each person listed.

Upload the resume of the lead member of the organization's project team.

You can upload additional resumes of team members on the Attachments page.

Consultants and Partners

Identify any key individuals outside of the applicant organization who were consulted in the development of this grant application or who will be involved in this project (i.e. contractors, consultants or partners).

Include the name, title, company name, and the role they will play.

Upload the resume of the key partner or consultant you will be working with.

You can upload additional resumes of team members on the Attachments page.

Support**Support for the Project****Federal Legislative Districts**

Please indicate the Federal legislative district in which your project property (not your organization) is located. To look it up, click [HERE](#).

State Legislative Districts

Please indicate the Maryland state legislative district in which your project property (not your organization) is located. To look it up, click [HERE](#).

Please list the elected officials and other individuals from whom you have requested letters of support.

You are encouraged to have letters from a State Delegate and a State Senator representing the district within which the project property is located; other letters may

come from local elected officials, prominent community leaders, or subject matter experts, for example.

If you have copies of the support letters, you can upload them here (Sometimes the letters are sent directly to MHT.)

Letter of Support

Letter of Support

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Projects on DNR Property

If your application is for a project that will take place on Maryland Department of Natural Resources property, you must obtain permission from DNR for the proposed project. Please upload your approval letter from DNR. If you have not yet received approval, upload your request form that was submitted to DNR.

A blank form and instructions can be found in the Grant Guidelines, available [HERE](#).

Education Projects

If your application is for a Pre-K - 12 education project, please provide documentation that you have consulted with either the Maryland State Department of Education and/or your local school system on this project.

Applicant

Applicant Organization

Legal Name

The name provided must match EXACTLY the legal name as registered with the Maryland State Department of Assessments and Taxation (SDAT). You can check your organization's legal name by clicking [HERE](#).

Organization Type**Tax ID / Federal Employer Identification Number (EIN)**

For non-profit organizations and government agencies, this is generally a 9-digit number, e.g. 52-1234567.

Mailing Address

City **State**
- Select One -

Zip Code

Organization General Phone Number

Extension

Organization General Email Address**Website Address****Organizational Documents**

Non-profit organizations must upload copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement. Government entities do not need to upload organizational documents.

You can upload one document in each upload box. If you need to upload additional documents, you can add them on the Attachments page at the end of the application.

Additional Organizational Document**Proof of Non-Profit Status (if applicable)**

If your organization is a non-profit, you must upload a copy of the Determination Letter from the Internal Revenue Service.

Project Contact Person

This is the person who will receive all correspondence, notifications and reminders regarding the grant. You will have an opportunity to provide the contact information for a grant writer (if applicable), below.

Prefix First Name

- Select One -

Last Name

Title

Contact Address

City State

- Select One -

Zip Code

Contact Phone

Extension

E-mail

Please upload a resume for the primary contact.

If you have already uploaded the resume elsewhere in the application, you do not need to upload it again.

Only complete this section if you utilized a grant writer who has not already been listed elsewhere in the application.

If this grant was prepared by **someone other than the Project Contact**, please provide their information here. Do not enter the same person if they are listed above. Please note that this individual will not receive reminders and notices associated with the project.

Prefix First Name

<None>

Last Name

Title

Address

City State

<None>

Zip Code

Phone

E-mail

Organizational Background

Organizational Background

This section provides us with basic information about your organization, how it operates, and baseline statistics about your operations. It is primarily for informational purposes, and will not be part of your overall application score.

What is your organization's annual operating budget?

How many staff members and volunteers does your organization have?

Indicate how many are full-time and how many are part-time.

Does your organization have board and staff members from diverse backgrounds? If not, have you taken steps to increase your organization's diversity over time?

What is the annual visitation at your site?

This can include physical visitation numbers, special events, and virtual visitors.

What hours per day, days per week, and months per year will the project / property be open to the public?

If the project will not be open regular hours, please indicate how access will be made available.

What amenities are or will be available to the public at the property?

This includes restrooms, water, parking, interpretation (guided tours, self-guided tours, signage, brochures), etc.

Release

Release and Consent

MHT/MHAA regularly shares information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by MHT/MHAA for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings. MHT/MHAA does NOT share applicants' financial information unless required to do so by law.

Photographs of the project which have been taken by MHT staff may also be made available to the public.

In rare cases, application information may be requested under Maryland's Access to Public Records Act (the "Act").

By executing this release and consent, I hereby consent to the publication of photographs and other application materials relating to the Project for which I have received financial assistance, and I hereby authorize MHT/MHAA to print, publish or post pictures of the Project and to make application materials available to the public.

If you consider information in this application confidential and do not want it made available to the public, please indicate your objections in writing and upload your letter below.

Upload your letter of objection, if applicable, here.

I have read and understand that, by not attaching an objection in writing, I have consented to public use of information in this application and a waiver of any rights I may have under the Act.

Do not check the box if you have uploaded a letter of objection.

No

Legal Authorization

I certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application on behalf of the applicant organization.

No

Full Name of Legally Authorized Submitter

This must be someone legally authorized to sign for your organization.