

FY2018 MHAA Capital Grant Full Application

This document—an example of a well-written grant application for a well-thought-out capital project—is intended to serve as a resource for future MHAA grant applicants. The grant application and accompanying budget (see pages 27-28) were adapted from a successful application submitted to MHAA. While the grantees have given permission for MHAA to share their application materials, we have removed identifying information.

Overview

Application Overview
Organization Name Mystery Non-Profit
Project Title Project refers to the specific activity for which funding is being requested, not the site or organization involved. <i>More guidance in the information box.</i> USS Example Hull Repairs
Project Description This field should provide a short description of the key details of your project. <i>More guidance in the information box.</i> USS Example is suffering from wood rot caused by freshwater intrusion in the ship's laminated hull above the waterline and other areas of concern including a main deck beam, the starboard stern gallery, cat heads on both sides, ceiling planking in the Captain's Cabin, the starboard bow including the cutwater, and the cook house top. Capital project funding from MHAA will enable Mystery Non-Profit to hire personnel skilled in the areas of ship repair on a contractual basis to remove the rot and repair the damaged areas. Since her major restoration, 1996 - 1999, many repair projects have been focused on freshwater intrusion issues due to inadequate prevention measures during that early period. Subsequently, the repair projects undertaken since that time have proactively addressed the freshwater intrusion issue and measures have been implemented to prevent this from happening in future. The end result and product of this project will be the repair of Example's hull above the waterline, repair of the main deck beam, the starboard stern gallery and the cook house top, the cat heads and the starboard bow.

INSTRUCTIONS

- All questions with a red asterisk (*) require answers.
- Please use plain text. Content will not retain formatting such as bold, italics, or bullets.
- When you have completed your application, click **Review**. You will be given a final opportunity to review your application. If you have included all the required fields and materials, you will see a **Submit** button.
- **You must submit your final application no later than your local heritage area's deadline (see the [Grant Guidelines](#)).**
- You will be given an opportunity to edit your application if your local heritage area requests changes.

We will contact you if we have questions during our review.

Grant award decisions will be made in July 2017, and you will notified by email of the final award decisions.

HOW TO

- **Spell-check:** click the check mark to the right of the field.
- **Save a draft:** click **Save and Finish Later** at the top or bottom of each page. You may also click **Next** to continue the application, which will also save your work.
- **Upload documents:**
 - Click the **Browse** button.
 - Browse to the location of the document on your computer.
 - Highlight the document, and click **Open** or **OK**.
 - Click the **Upload** button.

Acknowledgement

Before beginning your application, please download and review all program guidelines, which are available [HERE](#).

Please click this box to indicate that you have read, and understand the guidelines.

Yes

Project

Project Location

In which Certified Heritage Area will the project take place?

For multi-heritage area projects, select all that apply.

Mystery Maryland Heritage Area

In which county (or counties) will the project take place?

Select all that apply.

Mystery County

Project Details

What problem or need will this project address?

This project will address wood rot located in specific areas of the hull and structure of USS Example. This project includes a protective coating on the entire outside hull.

There are at least four areas in the ship's laminated hull above the waterline that are rotting and requiring repair. The source of the freshwater intrusion into the hull has largely been determined and fixed, however the problems remaining today can be traced back to the original 1996 restoration project.

The top and after section of starboard stern gallery off of the Captain's Cabin is rotting and needs to be repaired. This is a difficult spot to address while the ship is in the water, but it can be done from a man-lift.

A deck beam and carlin at the forward end of the main hatch is rotting and a portions of these beams needs to be replaced and the source of the freshwater intrusion needs to be determined. When the rotten section of the beam is removed we will be able to determine the source of the freshwater and take measures to prevent it.

The cook-house, located on the spar deck, is rotting in a number of places and needs to be replaced. It was not built properly to begin with. The replacement will be constructed properly with preventative measures for freshwater intrusion.

Both the port and starboard catheads must be replaced due to rot. Repair materials will be resistant to future rot.

The port bow at the cutwater requires repair due to rot. Repair materials will be resistant to future rot.

Rot in ceiling planking in the Captain's cabin must be removed and wood replaced.

Is this project urgent?

Why does this project need to proceed at this time? What will happen if it does not?

More guidance in the information box.

The urgency of this project cannot be overstated. Once rot spores get into wood and the deterioration process starts the situation must be addressed. Rot never sleeps. If we do not address these issues the ship will continue to deteriorate and repairs will only get more complicated and more expensive. In Example's case, rot left in the ship will eventually make its way into the remaining historic fabric of the vessel. Rotting wood also is affecting the ship's structural integrity. The deck beam and carlin that need to be repaired support the ship's spar deck. Photographs show how the weight of the deck is pushing down on the rotten beam. This needs to be repaired or the ship will become unsafe.

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. 12 restored windows, 1,500 sq. ft. exhibit, 5,000 brochures, 10 interpretive signs, one set of architectural plans. For intangible deliverables, provide estimates, i.e. 500 new visitors; 150 new interactions with the public; 750 additional page views on website.

The results of this project will be as follows:

1. The starboard stern gallery will be repaired; source of freshwater intrusion identified and intrusion stopped.
2. The main deck beam and carlin supporting the spar deck will be repaired; source of freshwater intrusion identified and intrusion stopped.
3. The four areas of rot identified in the ship's laminated hull above the waterline will be repaired; source of freshwater already identified and stopped.
4. The entire cook-house, located on the spar deck will be replaced with a new, more historically accurate structure.
5. The ship's port and starboard catheads will be replaced.
6. The ship's port bow, in the area of the cutwater will be repaired, rotten wood replaced.
7. Rotten ceiling planking in the Captain's Cabin will be removed, area repaired, and wood replaced.
8. The ship's hull, above the waterline, will receive a protective coating of Fake-Brand polyurethane enamel.

If the project product(s) include items that require ongoing maintenance, commitment, repair or replacement, how will this be carried out and paid for in the future?

This can include signage maintenance and replacement; trail maintenance; exhibit wear and tear; or website/smart phone app fees and updates. For technology items, please discuss how long the product will be live and active.

USS Example is constantly receiving on-going regular preventative maintenance from a dedicated staff. In general, preventative maintenance is paid for by operating funds. The issues being addressed in this proposal are largely a result of poor execution of work during the 1996-99 whole ship restoration project and are above and beyond the abilities of the small regular staff to address while attending to regular duties.

What are the key challenges that you face with this project?

There are two primary challenges with this project. The first is performing repairs while the ship is in the water. While we are not working below the waterline, we must set up scaffolding and use floating docks and man-lifts for accessing many of the areas of rotting structure. The second challenge is performing repairs while the ship is open for visitors. This can present challenges from a safety perspective, but we have always been able to find solutions when we have performed projects with visitors on board in the past. We actually find that visitors are always very interested in the restoration, preservation and repair process, so these restoration and preservation projects ultimately become educational as well.

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

One of our primary goals is the preservation of the USS Example and other historic ships for future generations. It is our responsibility, as stewards of the vessels in our care, to make sure that they are well maintained and that we do not let issues like the ones that we are discussing in this proposal get so big that we cannot address them without resorting to drastic and very expensive measures. The completion of this project will put Example on firm footing for several years, thus accomplishing our goal.

How will completing this project accomplish the goals and objectives of your Heritage Area?

You are encouraged to cite specific passages of your heritage area's planning documents to support your statement.

USS Example, flagship of Mystery Non-Profit, is recognized as one of the star attractions of the Mystery Maryland Heritage Area and this project of preservation supports the Heritage Area's goals and objectives as outlined in the FY2013 - FY2018, 5-Year Management Plan as specifically cited on page 10: "Mystery Non-Profit: (2013-2018) Continue our efforts with the Mystery Non-Profit staff to

preserve the various vessels in their collection (e.g. USS Example, USCGC Unknown, and USS Made-Up Name) for future generations."

Will any aspects of the project cause ground disturbance (utility lines, footings, underpinnings, grading, signage installation, archeology, etc.)?

If yes, please describe how you will make sure historical and archeological resources are protected.

NO

Do any aspects of the project have potential to disturb lead-based paint, asbestos, oil tanks, or other hazardous materials?

If yes, how will you deal with these materials safely? See the information box for additional resources.

NO

Timeline

Project Start Date

The date you plan to start work.

August 01, 2017

Project End Date

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.

July 31, 2018

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.

Depending on how many contractor shipwrights we can engage, some projects here may occur simultaneously and project length will be shortened. This is our goal.

1. Award date thru August of 2017: Identify and contract with skilled craftspeople to perform work during times outlined below.
2. Award date thru August of 2017: Identify and contract with barge and scaffolding companies for services during times outlined below.
3. September, 2017: Starboard Stern Gallery - while ship is moored starboard side to the pier use a man-lift to execute repairs to the starboard stern gallery. Complete October, 2017
4. October, 2017: Port Bow Repair. Complete November, 2017
5. September, 2017: Start construction of new cookhouse top - most work to be done off-site. Complete, November, 2017
6. September, 2017: Begin Topside Repairs while weather and temperatures remain fair. Winter hiatus and complete work in spring, 2017.

7. November, 2017: Interior repairs to main deck beam and Captain's Cabin ceiling planking. Complete, February, 2017.
8. Spring, 2018: Port and Starboard cat heads replaced. Complete June, 2018.
9. Additional month for contingency - total project complete and final report July 31, 2018.

Budget

Before completing the budget fields below, complete a detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#).

Budget Detail

Once you have completed the budget detail, upload it here as an [Excel file \(not a PDF\)](#), and use those figures to complete the Budget fields below.

LINK TO UPLOADED DOCUMENT APPEARS HERE

Grant Request

When typing in dollar amounts, **only enter numbers - do not use the dollar sign or decimal point.** Round the amounts to the nearest dollar.

Grant Funds Requested

The maximum amount you can request for a capital project is \$100,000.

70175

Required Match

You are required to match the grant request dollar-for-dollar. State funds cannot be included as part of the required match.

When typing in dollar amounts, only enter numbers - do not use the dollar sign or decimal point. Round the amounts to the nearest dollar.

Required Cash Match

This amount must be at least 75% of the grant funds requested above.

70175

List the source(s) of any non-state cash match your organization has in-hand for this project.

Documentation for these funds must be submitted as part of this application.

Include the source of funding, amount, and date of availability.

These are funds that are in-hand and available immediately. Do not include state funds.

Source of cash match in hand for this project will come from the Mystery Non-Profit Endowment Fund.

List the source(s) of any non-state cash match for which your organization has a commitment.

Documentation for these funds must be submitted as part of this application. Include the source of funding, amount, and date of availability. These are funds which are not yet in hand, but for which you have a solid commitment. Do not include state funds.

N/A

Identify how you anticipate obtaining matching funds that are not yet in-hand or committed, including the source(s) of those anticipated funds.

Documentation for these funds must be submitted no later than June 15, 2017. Do not include state funds.

N/A

What other sources of funding have you considered or applied for (successfully or unsuccessfully) to support this project?

Include grants from organizations that you have applied for but do not know the outcome, loan applications in progress, or research you have conducted into possible funding options.

We have not, at this time, applied for other support for this project.

You must provide documentation for your cash match.

Cash match must be in-hand or committed by **June 15, 2017**. If you are not able to provide documentation for your match, you must provide documentation of a back-up source of match. That means if your chosen source of match falls through, you have another source of funds to allow you to complete the project. If you are not able to provide documentation at the time of submission, please email your match documentation to MHT.grants@maryland.gov by June 15, 2017.

LINK TO A RECENT STATEMENT FOR MYSTERY NON-PROFIT'S ENDOWMENT ACCOUNT

In-Kind Match

This amount cannot be more than 25% of the grant funds requested above.

0

List any donations or donated time you will receive for the project.

This includes volunteer time, as well as donations of equipment, supplies or services.

Include the source of the donation, amount, and date of availability.

See the information box for details on how to value volunteer time.

We do not expect to receive any donations or donated time for this project. The nature of these projects do not lend themselves to volunteer efforts as they are largely outside the ship on man-lifts or scaffolding.

Total Required Match

Click the calculator to autofill.

The total match must equal the amount of grant funds requested above.

If the calculator does not work, check for non-numeric symbols in the number fields.

70175

Other Project Costs

Other Project Costs

If your overall project includes other non-state costs in addition to the grant request and required matching funds listed above, please put the total of those additional costs here.

More guidance in the information box.

14250

Where will the funding for the non-state Other Project Costs come from?

If there are other costs, funding will come from the USS Example Endowment Fund or other fundraising opportunities.

Are there any State funds already committed for this project? What are they paying for?

State funds cannot be part of the required match for the project but we'd like to know about them. State funds may include legislative ("bond bill") grants and loans, the African American Heritage Preservation Program grants, Community Legacy funding, etc.

There are no other State funds committed for this project.

Total State Funds Already Committed

0

Impact

How will this project make your site / organization and your heritage area better places for heritage tourists and residents to visit?

This project will help to preserve USS Example for the thousands of visitors who come aboard each year and for future generations. Made-Up Town is historically a very maritime oriented place. The US Navy continues to be a presence at Fort Unknown. Made-Up Town is the home of the other historic ships and traditions of ship building. USS Example helps to bring that history into context. Without USS Example, this story would be much more difficult to tell. Also, the ship is "cool" and really fun to visit. Tourists and residents alike can enjoy the hands-on activities which take place each day, and the ship really provides an amazing visual for the Made-Up City's waterfront. It is important that the ship be cared for in order to be maintained as the centerpiece of the waterfront and one of the most visible elements of the Mystery Maryland Heritage Area.

How will you measure the success of your project?

Success will be measured, in the short-term, by the comments we receive from visitors regarding the condition of the vessel. It is not lost on them that the ship has some issues. Just looking at the area around the port bow, one of the current areas of concern, it is obvious that the ship desperately needs some attention. In the long-term, success will be measured in how the repairs we implement perform over time. We are confident that repairs done now will be better than the work done in the past. We know where the issues lie and we can repair the ship with those issues in mind. Good materials and skilled craftsmanship will go a long way towards our long-term success.

In order to be eligible for a capital grant, your project must meet at least one of these criteria.

Does the project take place in an area that has other local, State or Federal designations?

Check or list all that apply.
(This is in addition to the Certified Heritage Area)

Priority Funding Area / Plan MD

Other - please list.

Does the project contribute to a current regional, State or Federal initiative or contribute to activities already supported by significant public investment?

Examples include the commemoration of World War I, implementation of the Captain John Smith Chesapeake Historic Trail, or a project within a State Park.

No, this project does not contribute to another project.

Is the project part of a group of related heritage sites in a relatively small area, or relating to a common theme or topic?

Resources can be connected by physical linkages; share a distinct thematic linkage (e.g. the Civil War Antietam campaign); or be part of a compact concentration of heritage tourism resources (e.g. Historic St. Mary's City)

This project is an element of a compact concentration of heritage tourism resources under the flag of Mystery Non-Profit, a collection of vessels and the historic Building, located on the central waterfront of Made-Up Town. The collection's common themes are maritime history, naval history and the dedicated sea service of the thousands who served aboard.

Will the project be a catalyst that will likely result in significant public or private investment over the next ten years?

If yes, describe how.

The project will probably not be a catalyst, but the preservation of USS Example will provide a constant historic icon to Made-Up Town's waterfront, which will continue to attract visitors and inspire investment in the area.

Property

Property

Property Name

USS Example

Address of Project Property

7777 Unknown Waterfront Avenue
Made-Up Town, MD XXXXX

County in which the property is located

Mystery County

Is the property historically designated, or in a designated area?

Check all that apply.

National Historic Landmark
National Register

Other (please list)**Does the Maryland Historical Trust hold a preservation easement on the property?**

If yes, check the box.

Yes

Property Significance

Briefly discuss the historical and/or cultural significance of the property.

If the project is new construction, type "Not Applicable".

Information on properties listed in the Maryland Inventory of Historic Places can be found [HERE](#).

The second of three ships to carry this venerable name, USS Example is the last all-sail vessel built by the US Navy. She is the only vessel still afloat that was in active service during the Civil War and is the largest example of Chesapeake Bay wooden ship building in existence. According to a newspaper account on the day of her launch in 1854 at Portsmouth, Virginia, there were eight pieces of the original frigate Example, launched in 1797, included in her construction. On her second mission, just prior to the Civil War, 1859 to 1861, she was the flagship of the US African Squadron charged with the duty of interdicting vessels that were engaged in the illegal slave trade. Example captured three slave ships, two of which were empty but fitted out as slavers. The third, the barque Cora, had a human cargo of just over seven hundred men, women and children, who were subsequently brought to Liberia which was, at that time a US Protectorate. After the Civil War, Example was the primary training ship for the US Naval Academy from 1872 to 1893. She last sailed in 1893. From 1893 through WWII, Example was in Newport, RI as a stationary training ship and during the war, a relief flagship of the US Atlantic Fleet. After WWII, the ship was moved to Boston and in 1955 was brought to Made-Up Town, where hundreds of thousands have walked her decks since that time. She received a major restoration from 1996-1999.

Map of Property

Submit a map for the project property with the location of the project property marked.

LINK TO EXAMPLE MAP

Look up the following property data with the State Department of Assessment and Taxation by clicking [HERE](#). You may also call SDAT at 410-767-1184.

Legal Name of Property Owner or Owner Entity

You must complete this field, even if the applicant is the property owner.

N/A

Tax Account ID

N/A

Tax Map

N/A

Tax Grid Number

N/A

Tax Parcel

N/A

Note: If your project involves capital work on a moveable object such as a boat or train, simply put n/a in these fields.

Relationship of Property Owner to Grant Applicant Organization

If property owner and grant applicant are the same, state "Same". If property owner and grant applicant are not the same, explain the relationship. Include information regarding any leases or users of the property.

Mystery Non-Profit has a lease and management agreement with Made-Up Town for the operation, maintenance and preservation of USS Example.

Property Owner Consent

Upload a letter from the property owner indicating their consent to the project, and their willingness to donate a preservation easement to MHT if required. Failure to submit the required letter using the required language may result in your application being ineligible for funding. A sample letter can be found [HERE](#).

LINK TO EASEMENT DOCUMENT

If the applicant organization is the property owner, skip these questions and move to the next section. If the property owner is not the applicant, provide their contact information here.

Prefix
Mr.

First Name
John

Last Name
Doe

Title
Executive Director

Address
7777 Unknown Waterfront Avenue

City
Made-Up Town

State
MD

Zip Code
XXXXX

Phone
XXX-XXX-XXXX

E-mail
XXXXXX@XXXX

Access & Outreach

Public Benefit

What hours per day, days per week, and months per year is the project open to the public?

If the project is not open regular hours, please indicate how public access is made available.

USS Example and Mystery Non-Profit are open to the public seven days per week, twelve months of the year, from 10:00AM to 4:30PM with extended hours May thru October. The USS Example and Mystery Non-Profit are closed on Thanksgiving Day, Christmas Eve and Christmas Day.

What amenities are available to the public at the project property?

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

Restrooms and water are available at USS Example. Parking is available at nearby public lots. USS Example features hands-on activities and tours for visitors daily, generally on the hour. We offer special guided tours for organized groups with reservations, there is interpretive signage located throughout the vessel and brochures are available as "take-homes". We also offer educational programming for youth, scout and school groups.

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

The USS Example is equipped with a handicap lift to bring individuals with physical disabilities to spar deck level and there is a second lift to enable access to the gun deck. A recorded audio tour provides an interpretation method for those who are sight impaired and our museum Ship's Crew is well trained to make every visitor's experience a memorable one.

How will you make sure that the general public knows about your new product(s)?

Who is your target audience, and what are their needs?

Describe how the products will be marketed for the life of the project.

How will consumer inquiries be handled? How will materials be distributed?

The audience for Mystery Non-Profit is very broad from people just walking by looking for something interesting to do to serious maritime and naval historians. This project will be featured on Mystery Non-Profit's website and postings will be made regularly regarding project progress on the Non-Profit's Facebook page and e-newsletter.

Will the local tourism office / Destination Marketing Organization (DMO) be involved in this project?

If so, how?

At the present time Mystery County Tourism, the local DMO, is not involved in this project.

Support

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.

Support from Elected Officials

Please list any elected officials from whom you have requested letters of support.

Councilman XXXXX, District XX
Senator XXXXXXX
Delegate XXXXXXX
Delegate XXXXXXX
Delegate XXXXXXX

If you have copies of the support letters, you can upload them here.

[Letter of Support](#)

LETTER OF SUPPORT ATTACHEMNT

[Letter of Support](#)

LETTER OF SUPPORT ATTACHEMNT

[Letter of Support](#)

No letter submitted here.

Legislative District(s)

In which Maryland state legislative district(s) will the project take place?

To look up your legislative district(s), click [HERE](#).

XX

In which Federal legislative district(s) will the project take place?

To look up your legislative district(s), click [HERE](#).

X

Local Commitment

List the other individuals from whom you have requested letters of support, and their titles and organizations.

No other support letters have been requested

If you have copies of the letters of support, you can upload them here. If you have more than three letters, you can upload additional letters on the Attachments Page at the end of the application.

Letter of Support

Letter of Support

Letter of Support

Capacity

Project Management

Has your organization received and successfully managed other grants in the last three years?

If yes, list the sources of those grants, and discuss the results or outcomes of the projects.

Yes, Mystery Non-Profit has received and successfully managed grants in the last three years. Mystery Non-Profit has received MHAA funding in the past, the most recent successfully managed project being the restoration of the USS Other-Ship. USS Other-Ship is now one of the finest examples of a WWII era vessel in the Nation. Mystery Non-Profit has an existing grant project with MHAA in support of the fabrication of exhibits for the new USS Example Education Center, now scheduled to begin in the summer of 2017. Mystery Non-Profit recently received a grant from the National Park Service's Maritime Heritage Grant program in support of the restoration of the ship's spars and rigging. This project was completed in the winter of 2016. Prior to that, Mystery Non-Profit successfully managed grants from the State of Maryland and Made-Up Town in support of the dry docking of USS Example. This project was completed in the winter of 2015.

What other administrative and financial experience does your organization have that will allow you to successfully manage this grant?

Mystery Non-Profit has the administrative and financial experience which will enable us to successfully manage this grant. Our organization has a full-time grants administrator on staff who reports to the CFO. The Mystery Non-Profit Executive Director and the Grants Administrator have worked together many times to successfully manage and report on grant funded projects.

Project Primary 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 the grant writer (if applicable) and a primary contact for the organization (such as a director or board chair) on the next tabs.

Prefix

Mr.

First Name

John

Last Name

Doe

Title

Executive Director

Contact Address (if different from above)**City****State****Postal Code****Contact Phone**

XXX-XXX-XXXX

Extension**Email**

XXXXXXXX@XXXXX

Area of Expertise

Project Management

What is the primary contact person's role in the project?

Grant management and project oversight.

Please upload a resume for the primary contact.**Key Individuals Within the Applicant Organization**

List any other key individuals within the **applicant** organization who will be involved in the implementation of this project. Describe their role in the project and what they will be responsible for. Please upload their resumes on the Attachment page at the end of the application.

Direct project management will be performed by Jane Doe, Site Manager for Mystery Non-Profit. Ms. Doe will be the liaison between contracted labor and Mystery Non-Profit. She will develop the scope of work for contractors and ensure that a quality job is done.

Consultants

List any key individuals **outside** of the applicant organization who will be involved in the implementation of this project (i.e. contractors or consultants who have already been selected). Describe their role in the project and what they will be responsible for. Please upload their resumes on the Attachment page at the end of the application.

No contractors or consultants have been selected at this time. Contractors will be selected on the basis of their experience and their ability to get the various projects completed within the time frame allotted.

Project Partners

List any other partners (or potential partners) you will be working with on this project, and what their roles will be.

There are no other project partners associated with this project.

Applicant

Applicant Organization

Legal Name

This **must** match the name registered with the State Department of Assessments and Taxation. *More guidance in the information box.*

Mystery Non-Profit, Inc.

Organization Type

nonprofit organization

Tax ID / Federal Employer Identification Number (EIN)

This is generally a 9-digit number, e.g. 52-1234567.

XX-XXXXXXX

Mailing Address

Mystery Non-Profit
7777 Unknown Waterfront Avenue

City

Made-Up Town

State

MD

Zip Code

XXXXX

Organization General Phone

XXX-XXX-XXXX

Extension

Organization General E-mail

XXXXX@XXXXXX

Website Address

<http://www.mysterynonprofit.org>

If you have already listed your organization's primary contact person elsewhere in the application, do not complete this section.

Please provide a primary contact for your organization, **if different** from the project contact person listed on the previous page. This can be the Executive Director or Board President, for example. Do not enter the same person again if they are listed elsewhere.

Prefix

<None>

First Name

Last Name

Title

Contact Phone

Extension

E-mail

Area of Expertise

Organizational Documents - Non-profit Organizations Only

Non-profit organizations must provide copies of their organizational documents if they have not been submitted online previously.

If you uploaded your documents in a previous year, you do not need to do so again unless there have been changes.

For most organizations the organizational documents will include the filed Articles of Incorporation or Articles of Organization, and Bylaws or an Operating Agreement.

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. *More guidance in the information box.*

LINK TO MYSTERY NON-PROFIT'S BYLAWS DOCUMENT

LINK TO MYSTERY NON-PROFIT'S ARTICLES OF INCORPORATION 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 if you have not uploaded it previously.

LINK TO MYSTERY NON-PROFIT'S LETTER OF DETERMINATION

Additional Information

Is there anything else you think we should know when reviewing your application?

Release & Consent

The Maryland Heritage Areas Authority ("the Authority") and the Maryland Historical Trust ("the Trust") regularly share information about projects that have received grant funding. Application materials, including photographs, maps, text, graphics, and forms may be used by the Authority and the Trust for non-profit purposes including, but not limited to, education and publicity via printed material, television broadcasts, and internet postings.

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

In rare cases, additional application information may be requested by the public 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 requested financial assistance, and I hereby authorize the Authority and the Trust to print, publish or post pictures of the Project and to make application materials available to the public.

I Agree.

Yes

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 if you are uploading a letter of objection.

Yes

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.

Yes

Full Name and Title of Legally Authorized Submitter

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

John Doe, Executive Director

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 or Organization Contact**, please provide their information here. Do not enter the same person if they are listed elsewhere.

Prefix

First Name

Last Name

Title

Office Address

Office City

Office State

Office Postal Code

Office Phone

Extension

E-mail

Area of Expertise

Deadlines

Each heritage area has different deadlines for submissions (see the [Grant Guidelines](#)). Some require a draft copy be emailed to them for feedback - make sure you know what is required for your heritage area.

Once you have submitted your application, your local heritage area will review it, and may ask you to make changes to strengthen your application. If changes are needed, your application will be returned to your online account for editing.

Attachments

Title	File Name
Executive Director Resume	John_Doe_Resume.pdf
USS Example Hull Repair Image Catalog	USS_Example_Hull_Repair_Image_Catalog.pdf
Stern Gallery Outboard Photo	1. Stern_Gallery_Outboard.JPG
Stern Gallery Inboard Photo	2. Stern_Gallery_Inboard.Overhead.JPG
Stern Gallery Inboard Aft Photo	3. Stern_Gallery_Inboard.Aft.Corner.JPG
Captain's Cabin Ceiling Rot Photo	4. Captain's Cabin Ceiling Rot.JPG
Deck Beam Photo	5. Deck_Beam.JPG
Deck Beam Showing Crushing Photo	6. Deck_Beam_Showing.Crushing.JPG
Galley House Inboard Photo	7. Galley_House_Inboard.JPG
Galley House Top Rot Photo	8. Galley_House_Top.Rot.JPG
Starboard Cathead Outboard Photo	9. Starboard_Cathead_Outboard.JPG

Starboard Cathead Rot 1 Photo	10. Starboard_Cathead_Rot1.JPG
Starboard Cathead Rot 2 Photo	11. Starboard_Cathead_Rot2.JPG
Port Cathead Rot 1 Photo	12. Port_Cathead_Rot1.JPG
Starboard Topsides Rot Midships Photo	13. Starboard_Topsides_Rot_Amidships.JPG
Port topside Rot 1 Photo	14. Port_Topside_Rot1.JPG
Port topside Rot 2 Photo	15. Port_Topside_Rot2.JPG
Port Topside Rot 3 Photo	16. Port_Topside_Rot3.JPG
Port Bow Rot Photo	17. Port_Bow_Rot.JPG
Sternpost Starboard Stress Photo	18. Sternpost_Starboard_Stress1.JPG
General Topside Condition Photo	19. General_Topside_Condition.JPG
USS Example	20. USS_Example.JPG

Example Budget

This table should be uploaded as an Excel File using MHAA’s Budget Template. This is a great example of the detail to include in your project budget.

(See page 7)

Project Budget

Mystery Non-Profit - USS Example Hull and Other Structural Repairs

Line Item No.	Work Item (Description)	Grant Funds	Applicant Match		Other Project Costs	Total Project Cost
			Applicant Cash Match	Applicant In-Kind Match		
1	Mystery Non-Profit Staff Project Manager - will manage the activities performed by contractors as described below and in project narrative. One year, 50% regular of salary.	\$0.00	\$18,200.00		\$10,000.00	\$28,200.00
	Stern Gallery Repair - 60 hours @ \$50/hour. One craftsman working from telescoping man lift					
2	Labor - 60 hours @ \$50 / hour	\$1,500.00	\$1,500.00			\$3,000.00
3	Materials Estimate	\$250.00	\$250.00			\$500.00
4	Man-lift Rental - 10 days @ \$ 250/day	\$1,250.00	\$1,250.00			\$2,500.00
	Cook House Replacement - One craftsman working offsite building new structure, transport to ship and lift aboard.					
5	Labor - 120 hours @ \$50 / hour	\$3,000.00	\$3,000.00			\$6,000.00
6	Materials Estimate	\$750.00	\$750.00			\$1,500.00
7	Transportation to ship	\$250.00	\$250.00			\$500.00
8	Crane Service - two times	\$1,500.00	\$1,500.00			\$3,000.00
	Hull Repairs - Repair up to four areas in ship's hull where rot is compromising the structure. Two Shipwrights					
9	Labor - 640 hours @ \$50 / hour	\$16,000.00	\$16,000.00			\$32,000.00
10	Materials Estimate	\$3,000.00	\$3,000.00			\$6,000.00

11	Barge Rental - 8 weeks @ \$500/week	\$2,000.00	\$2,000.00			\$4,000.00
12	Scaffold Rental - 8 weeks @ \$250/week	\$1,000.00	\$1,000.00			\$2,000.00
	Internal Repairs: Deck Beam and Captain's Cabin Ceiling. Repair rotten deck beam and carlin to restore structural integrity. Remove rot in Captain's Cabin ceiling planking and replace with new wood. One Shipwright					
13	Labor - 100 hours @ \$50 / hour	\$2,500.00	\$2,500.00			\$5,000.00
14	Materials Estimate	\$750.00	\$750.00			\$1,500.00
	Port Bow Repair and Cathead Replacement - Repair hull planking at stem, around hawse pipes, and cutwater. Rebuild and replace catheads, port and starboard. Two Shipwrights.					
15	Labor - 480 hours @ \$50 / hour	\$21,100.00	\$2,900.00			\$24,000.00
16	Materials Estimate	\$1,500.00	\$1,500.00			\$3,000.00
17	Barge Rental - 6 weeks @ \$500/week	\$1,500.00	\$1,500.00			\$3,000.00
18	Scaffold Rental - 6 weeks @ \$250/week	\$750.00	\$750.00			\$1,500.00
	Hull Coating - Waterline to Hammock Rails, Stem to Stern. Three painters					
19	Labor - 360 hours @ \$40 / hour	\$7,200.00	\$7,200.00			\$14,400.00
20	Materials Estimate	\$1,250.00	\$1,250.00			\$2,500.00
21	Barge Rental - 3 weeks @ \$500/week	\$1,500.00	\$1,500.00			\$3,000.00
22	Man-lift Rental - 10 days @ \$ 250/day	\$1,250.00	\$1,250.00			\$2,500.00
23	Scaffold Rental - 3 weeks @ \$250/week	\$375.00	\$375.00			\$750.00
	TOTALS	\$70,175.00	\$70,175.00	\$0.00	\$10,000.00	\$150,350.00
			Total Match	\$70,175.00		