MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

PROJECT GRANTS GUIDELINES
(Capital and Non-Capital Projects)
Fiscal Year 2022

Maryland Heritage Areas Authority
Maryland Historical Trust
100 Community Place
Crownsville, MD 21032
mht.maryland.gov

Jennifer Ruffner	Ennis Barbery Smith	Andrew Arvizu
Administrator	Assistant Administrator	Assistant Administrator
410-697-9586	410-697-9555	410-697-9514
jen.ruffner@maryland.gov	ennis.smith@maryland.gov	andrew.arvizu@maryland.gov

Maryland Relay for Persons with Speech or Hearing Disabilities (TTY/HCO): 1-800-735-2258

MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANTS GUIDELINES

INTRODUCTION

The Maryland Heritage Areas Authority ("the Authority") Grant Program is a source of funding designed to assist and encourage the **preservation of historical, archeological, natural, and cultural resources** and **support economic development through heritage tourism** within heritage areas certified by the Authority. Heritage area grant awards are made from the Maryland Heritage Areas Authority Financing Fund, a non-lapsing, revolving fund into which up to $6 million is deposited annually. The following is general information about the Heritage Areas Grant Program and instructions for completing the Project Grant application online.

You will find an applicant checklist on Page 27 to assist you in completing your application.

> *Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural, and natural resources.*
> – *National Trust for Historic Preservation*

DISCLAIMERS

Each applicant shall comply with all applicable federal, state, and local laws and departmental policies and programs regarding drug-, alcohol-, and smoke-free work places, access for people with disabilities and equal opportunity in employment, housing and credit practices, and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant project.

Please be advised that in accordance with provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:

1. Any personal information ("personal information" means any information about a natural person or his/her immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) requested by the Maryland Heritage Areas Authority ("the Authority") and supplied by the applicant will be used principally for the Authority's determination of the feasibility of the application;
2. Failure to accurately and adequately supply requested information may seriously jeopardize the Authority's approval of the application;
3. The Authority will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
4. Any document supplied to or obtained by the Authority may be a public record generally available for public inspection under the Maryland Public Information Act and COMAR 05.01.02; however, under the Maryland Public Information Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person's finances may not be disclosed; and,
5. Personal information supplied to the Authority in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

ELIGIBLE APPLICANTS

Eligible applicants include **non-profit organizations and local jurisdictions, as well as state and federal government agencies**. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

ELIGIBLE EXPENSES AND ACTIVITIES

Eligible activities **must** take place within the boundaries of a certified heritage area, and be consistent with the goals, objectives, strategies, and actions outlined in the approved Certified Heritage Area Management Plan for the heritage area(s) where the grant will take place.

> *Did you know?*
> Many Certified Heritage Area Management Plans are available online or from the local Certified Heritage Area management entity (see http://mht.maryland.gov/heritageareas.shtml)

Priority will be given to activities that address the specific goals and objectives identified in the approved Certified Heritage Area Management Plan, or in subsequent planning documents created by the Certified Heritage Area, such as a Five-Year Plan or Annual Work Plan.

Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment. Grants can be awarded to multiple phases of a larger project, however.

Please note that the minimum grant request allowable is $5,000. For smaller non-capital projects, ask your local heritage area director about their mini-grant program.

Applicants should always discuss their project with their heritage area director and/or the state heritage area staff prior to submitting the full application.

The following types of activities are eligible to receive Project Grant funding:

NON-CAPITAL PROJECTS
$5,000 - $50,000

The Authority funds non-capital projects that support and create heritage tourism resources and experiences within the 13 Certified Heritage Areas. Our non-capital projects often fall into the broad categories of planning, interpretation, and programming.

Examples of Non-Capital Project Types	
Planning	**Interpretation**
•Feasibility and Planning Studies	•Interpretive Exhibits
•Research	•Interpretive Signage
•Other planning activities that support the Certified Heritage Area	•Interpretive Websites
	•Wayfinding Signage – Pedestrian only
	•Interpretive Brochures
	•Educational Programs and Materials
	•Other interpretive activities

Programming
*Preference is given to new or pilot programs rather than ongoing activities

- Seminars
- Conferences
- Performances

- Reenactments
- Commemorations
- Festivals

CAPITAL PROJECTS / TARGETED INVESTMENT PROJECTS
$5,000 - $100,000
All capital projects must meet the Targeted Investment Project criteria (see below).

MHAA funds capital projects that support and create heritage tourism infrastructure within the 13 Certified Heritage Areas. Broadly, types of capital projects funded include acquisition, development (construction), rehabilitation, and restoration of real properties. MHAA also funds pre-development planning for capital projects as part of the MHAA Capital Grants program.

Examples of Capital Project Types				
Acquisition*	Development	Rehabilitation	Restoration	Pre-Development
•Fee title of real property •Interest other than fee title (i.e. easement) of real property	•Repair or alteration of an existing building, structure, or site** •New Construction for heritage tourism purposes*** •Trail Construction	•Returning a property to a state of utility**	•Accurately depicting a property as it appeared at a particular period of time •Removal of features from another time period •Reconstruction of missing features from the restoration period	•Plans and specifications •Fees for architectural design and engineering

*Up to 50% of the average of two recent appraisals of the subject property.

**Should allow for contemporary use while retaining historical, architectural and cultural character of building.

***Must have exceptionally significant heritage tourism impact.

Did You Know?
Capital funds can be utilized for heritage tourism projects relating to boats, train cars, trolley cars, wagons and other non-structure resources. The resource must have a lifespan of more than
15 years for the work to qualify as capital expenditures.

Targeted Investment Projects

All capital grant projects must qualify as a **Targeted Investment Project** by meeting the following criteria:

- Fulfill the **priorities** of the Certified Heritage Area; **AND**
  Leverage investment and facilitate **economic development**.

In addition, a capital project must meet **at least one** of the following criteria:

- **Overlap** with existing local, State, or Federal area designations;
- Contribute to broad-based initiatives supported by **significant public investment**;
- Be a part of a **concentration of heritage resources**; OR,
- Be a **catalyst** for future investment.

Applicants planning to apply for capital grant funding should review the full Targeted Investment Policy, available at
https://mht.maryland.gov/documents/PDF/grants/MHAA_policy_TargetedInvestment.pdf

Special Conditions for Capital Grants
- The Authority may require conveyance of a term historic preservation easement to the Maryland Historical Trust ("the Trust") on historic properties listed on, or eligible for listing in the Maryland Register that are assisted with Maryland Heritage Areas Authority <u>capital</u> grant funds. See http://mht.maryland.gov/easement.shtml for additional information on historic preservation easements.
- All capital project activities affecting historic properties must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see http://www.nps.gov/tps/standards.htm).
- All capital project grantees are also subject to review by the Maryland Historical Trust Project Review and Compliance Unit to ensure compliance with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article – see http://mht.maryland.gov/projectreview.shtml).

INELIGIBLE EXPENSES AND ACTIVITIES

Project grant funds may <u>not</u> be used to pay for the following:
- **overhead expenses** of the project applicant organization, unless they are part of the allowed 10% indirect costs for nonprofit non-capital projects (see below);
- **salaries and/or benefits** of permanent or temporary staff of the applicant organization, although staff time working on the grant-funded project can be used as match; or
- **marketing expenses** (marketing expenses <u>are</u> eligible as match).

INDIRECT COSTS FOR NON-PROFITS

Nonprofit organizations requesting grant funds for **non-capital projects** have the option to include indirect costs as a part of their **grant-funded expenditures**. Indirect costs are

> *Did you know?*
> Grant funds may be used to pay for **consultant services** necessary to accomplish activities funded by the grant.
>
> Staff salaries for time spent on the project may count as match.

those operating costs that are not readily identifiable with the specific grant project, but which are incurred for the joint benefit of the grant project and other organizational activities. Indirect costs are frequently referred to as overhead, operating, or administrative costs, and can include rent, utilities, salaries, personnel costs, and professional service fees.

Nonprofit applicants can include a line item in their proposed budget titled "Indirect Costs," and have the option of including 10% of the grant request, or an amount consistent with *Section 2-208(b), State Finance and Procurement Article, Code of Maryland*.

The full policy relating to indirect costs is available here: https://mht.maryland.gov/documents/PDF/grants/MHAA_policy_indirect.pdf .

Please note that capital projects, and government entities are not eligible for the inclusion of indirect costs.

PROJECT SELECTION CRITERIA
See **Appendix A** for the list of criteria that are considered when applications are reviewed and for a sample score sheet that will be used by the Maryland Heritage Areas Program Grants Review Panel. Please note that the local heritage area also reviews the grants and may also use local criteria in addition to the Authority criteria.

APPLICATION SUBMISSION AND DEADLINES

The Maryland Heritage Areas Authority uses an online application process. See http://mht.maryland.gov/documents/PDF/grants/Quick-Start.pdf for the **Quick Start Guide**.

All applicants must submit an Intent to Apply form online no later than **January 29, 2021**. The submission of an Intent to Apply form does not in any way commit the applicant to completing a full application. It is simply a way for both the Authority and the local heritage area to assess the demand, and work with applicants to craft a strong application. The specifics of your application can change between the Intent to Apply form submission and the full application submission. The link to start a new MHAA Intent to Apply form can be found here: https://mht.maryland.gov/grants.shtml. Look for Open Funding Opportunities and FY 2022 Maryland Heritage Areas Authority Grants. The link on this page is only to start a new Intent to Apply form. If you need to save and finish later, you can find your way back to the Intent to Apply Form you started previously by logging in to your online account using the "My Grant Account" link on the MHT website, or https://www.grantrequest.com/SID_1777/?SA=AM.
Once you have submitted your Intent to Apply form, you will see a link to the Full Application on your "My Account" page (https://www.grantrequest.com/SID_1777/?SA=AM).

> *Did you know?*
> The Maryland Historical Trust also offers grants for preservation-focused projects.
>
> Be careful when selecting which application you fill out since both grants use the same portal.

After working with your local heritage area, you can submit your full application. You may be asked to make changes to your application to make it stronger once the local heritage area has had a chance to review your submission. You are encouraged to follow their recommendations, as they want to ensure that you submit the strongest application possible.

Multi-Heritage Area Project Grants ONLY: Projects that will occur within two or more Certified Heritage Areas must submit their full application online no later than **February 26, 2021.** If you are considering submitting a multi-heritage area grant, you must discuss your project with the heritage area directors in every heritage area where the project will take place. Failure to work with the local heritage areas will result in a project that is not competitive.

FULL APPLICATIONS MUST BE SUBMITTED BY YOUR HERITAGE AREA'S DEADLINE.

Contact information for your local heritage area is available in **Appendix C**, along with the local deadlines.

GRANT AMOUNTS AND MATCHING FUND REQUIREMENTS

Grants for **Non-Capital projects may not exceed $50,000**. Grants for **Capital projects may not exceed $100,000**. All applications must have a **minimum request of $5,000**.

All grants must be matched by a grantee's contribution to the project in an amount at least equal to the grant (dollar-for-dollar match). **A matching contribution means money that the applicant organization also spends on the project. Applicants will be asked to identify which project expenses will be covered by grant funds and match funds in their application budgets.**

Ineligible Match:
- State of Maryland funds or State staff time
- Expenditures made before the award of the grant or after the project completion date
- Expenditures that do not relate to the grant project
- Expenditures that have not been approved either in the grant agreement or an amendment letter

Examples of Match Expenditures:
- Cash expenditures on project-related expenses
- Expenditures supported by a non-state grant or loan fund
- Applicant organization staff salaries for work specifically on the project (non-state staff only)
- Volunteer time for work on the project (see http://independentsector.org/volunteer_time for current value of volunteer time in Maryland)
- Donated professional services (can be valued at their professional rate, but only if working on the project in their professional role (e.g. an architect donating architectural designs))

- Board members' donated professional services or general volunteer time spent on the project (Please note that applicant organization board members may not be paid for services, but their donated time may count as match.)
- Donated materials/supplies
- Discounted Services (the amount that is discounted can be match)
- Staff salaries <u>for work specifically on the project</u> from partner organizations (non-state staff only)

Other Project Costs ("Over Match")

If the total project is expected to cost more than the total grant request and required match combined, those additional costs should be listed on the application budget as Other Project Costs. **State funds should not be included.**

GRANT TERMS AND CONDITIONS

All successful grantees will be required to enter into a grant agreement with the Authority. It is important that you understand the terms and conditions of a grant award prior to applying for grant funds, because you will need to abide by them if a grant is awarded. See **Exhibit B** for full terms and conditions.

GRANT SCHEDULE

Intent to Apply Form –
- Due no later than **11:59 p.m.** on **January 29, 2021**

Full Application –
- Full applications must be submitted online no later than **your local heritage area's deadline date** (See **Appendix C**).
  - Note – Multi-Heritage Area projects must submit by **February 26, 2021**.
- Once submitted, you may receive feedback from your local heritage area on ways to improve your application and will be given the opportunity to make changes.

Local Review and Ranking –
- All applications are first reviewed and ranked by a grants panel in your local heritage area.
- The local heritage area may decide not to submit your application for review and ranking by the state-level Grants Review Panel if it does not align with the heritage area's goals and objectives
- The local ranking of your application impacts your final overall statewide ranking.
- For all of these reasons, it is important to work with your local heritage area as you develop your application.

State Review and Ranking –
- Complete applications are reviewed and ranked by the Grants Review Panel.
- The Grants Review Panel recommendations are forwarded to the Authority for review and final action at their July meeting.

Grant Awards –
- The Authority takes final action on grant awards on **July 8, 2021.**
- Applicants are notified by email.
- If awarded, the grant period begins **July 8, 2021** and project-related work can begin. Work that requires preservation easement or compliance approvals will not be permitted to begin until after those approvals are in place.
- If awarded, grantees should be aware that the first portion of the grant funds will likely not be disbursed until winter or spring of 2022.
- Some applications may be selected for MHAA's "Reserve List" and will be considered for funding if and when additional FY 2022 funds become available.

APPLICATION FORMAT

All applications must be submitted online. All online grant materials are available here: http://mht.maryland.gov/grants.shtml. **See the Quick Start Guide on the Trust's grants page for full details on the online submission process.**

Applicants will be required to submit the following supporting documents with their applications:
- A detailed **budget** (See **Appendix D** for sample budget)
- **Budget justification documents** (estimates, correspondence that includes price quotes, list prices for budget items)
- **Resumes of key project personnel** (staff and consultants, if known)
- **Proof of Nonprofit Status** (if applicable) (see **Appendix E**)
- **Organizational Documents** (if applicable and not previously submitted) – Bylaws, Articles of Incorporation, Constitution, Charter
- **Capital Projects ONLY:**
   - **Photographs of any property/structure in PDF or Word format** (see **Appendix F**)
   - **Property Owner Letter** – Site control (see **Appendix G**)
   - **Map** showing location and boundaries of project
   - **Site Plans / Drawings in PDF or Word format**
   - **For real property acquisition ONLY** – **At least One Appraisal** (a second will be required if the grant is awarded)
- **Letters of Support** –
   - **For Education projects** – A letter documenting the support of your local school district or the Maryland Department of Education is a requirement of grant applications for projects focusing on Pre-K – 12 education projects.
   - **For Projects on DNR Property** – Approval from the Department of Natural Resources to conduct the project (see **Appendix H** for procedure).
   - **For all other projects** - Letters of support for the grant application are strongly encouraged but are not a required submission. Letters from elected officials, partner organizations and community members help to demonstrate the importance of, need for, and urgency of your project.

SEE APPENDIX I FOR A CHECKLIST TO MAKE SURE YOU HAVE INCLUDED ALL THE NECESSARY ELEMENTS IN YOUR APPLICATION.

What to Expect After You are Awarded a Grant

To gain an understanding of what to expect if you are indeed awarded a Maryland Heritage Areas Project Grant, please refer to the MHAA Grants Manual, which can be found at the following web address:

https://mht.maryland.gov/documents/PDF/grants/MHAA%20Grants%20Manual.pdf

The manual is subject to updates, so please make sure you have the most current version.

APPENDIX A - <u>PROJECT SELECTION CRITERIA AND SAMPLE SCORE SHEET</u>

Your application will be reviewed at both the State and local level. The **Sample Scoring Sheet** included here will be used by State level reviewers to score and rank your applications.

Each local heritage area's review process starts with the same criteria detailed in the Sample Scoring Sheet. In addition to these criteria, local heritage areas will award points based on your project's fulfillment of and consistency with the local heritage area's goals, and local heritage areas may also award points based on other locally determined criteria. Consult your heritage area director for more details.

At the state level, your grant will be reviewed by the Grant Review Panel, which consists of roughly 20 volunteers and state employees from across the state with a variety of backgrounds including grantmaking, tourism, and heritage. Due to the large volume of applications at the state level, three panelists will review your application in full and will provide it with an initial ranking. Then, they will present your application to the larger panel for a final ranking. Because of this, it is especially important to put forward a strong "elevator pitch" or project summary that concisely summarizes the merit of your project to the larger grant review panel.

GRANTS REVIEW PANEL SCORING SHEET:

Organization:
_____

**Project
Name**:_____

Project Type: Non-Capital _____   Capital _____   **MHAA Funds Requested**: $_____

Final Total Score (maximum 100 points)

- **Each item should be scored from 0 to the maximum points allowed for that item based on the reviewer's assessment of how closely the project meets the stated criteria.**
- **Unless indicated as an either/or option, zero points should only be given if no information is provided or applicable.**
- ***Only award full points, e.g. 5 not 5.5 points.***

   I.**PROJECT DESIGN, DELIVERABLES, AND TIMELINE**
- Are project objectives and the methods to accomplish those objectives <u>clearly stated</u>? Is it clear what the <u>products/results</u> of the project will be? – **0- 10 points**
- Is the project ready to proceed? - **0 - 5 points**
- Is the proposed timeline realistic? Are the necessary steps included in the timeline? Can the objectives realistically be accomplished in the proposed timeline? – **0 - 5 points**

                                                                     (0 – 20 points)_____

   II.**BUDGET**
- Does the budget contain the necessary expenditures to accomplish the tasks outlined? – **0-4 points**
- Are the costs outlined in the project budget reasonable and customary given the goals of the project and for the services or products being obtained? – **0-4 points**
- Are all items in the budget clearly related to the products, activities and work described in the Scope of Work? – **0-4 points**

                                                              (0 - 12 points)_____

- Are the costs in the budget broken down in detail (e.g. rate X hours, # of items x cost per item)?   (0 – 3 points)_____

   III.**URGENCY**
- Is it critical that the project be accomplished within a <u>limited timeframe,</u> **and/or**
- Does the project <u>present a</u> <u>time-limited special opportunity</u>?

                                                              (0 – 10 points)_____

IV. SIGNIFICANCE AND MHAA PROGRAM GOALS

- Will the project significantly contribute to fulfilling one or more of the goals of the MHAA Program:
  1) **developing heritage tourism product**; 2) **building partnerships**;
  3) **sustaining regional identity** (see the Strategic Plan for more detail)
  http://mht.maryland.gov/documents/PDF/MHAA/MHAA_StrategicPlan.pdf
  – **0-10 points**
- Will the project directly support the goals, objectives, and strategies in the planning documents of the Certified Heritage Area(s) where the project will take place? – **0-10 points**

(0-20 points)_____

V. IMPACT

- Does the project have clear heritage tourism value or (if applicable) clear heritage education value for k-12 students? (e.g. visitor resources will be created or substantially improved, products will encourage visitation, curriculum resources)? – **0-5 points**
- Does the project support or highlight the diverse history and cultural traditions of Maryland? – **0-5 points**

(0 – 10 points)_____

VI. ACCESS AND OUTREACH

- Does the project provide significant public benefit**?– **0-12 points**
- Has the applicant considered provisions for physical or programmatic access for individuals with disabilities? – **0-3 points**

(0 – 15 points)_____

** Public benefit – e.g. restoration of an unused building for heritage tourism use; preservation of a unique, publicly-accessible natural area; provision of heritage-related educational benefits to a school system.

VII. EXPERTISE AND QUALIFICATIONS

- Are project personnel appropriately qualified to complete the project? **and/or**
- Are there plans to hire and / or partner with individuals and consultants who possess the necessary expertise?

(0 – 10 points)_____

APPENDIX B - GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a contract called a grant agreement with the Authority, which generally contains the following standard terms and conditions:

- Grant Term - All grant funds generally must be expended within no more than 24 months of the date the grant agreement is signed by all parties, unless the Grantor agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to the Grantor during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). The Grantee may also be required to submit supporting financial documentation with progress and final reports identifying project costs incurred.

- Grant Disbursements – Grant funds shall generally be disbursed in no more than three payments, or as specified in the Grant Agreement. Disbursement requests shall identify all costs incurred to date and include documentation of the expenditures and payments. The Grantee may also be required by the Grantor to submit vendor price quotes, bids, cost estimates, or other supporting financial documentation for anticipated future project costs. Final disbursement of grant funds will not be made until the project is completed and all reports and documentation of project expenditures specified in the grant agreement, including copies of invoices documenting actual expenditures and proof of invoice payment, have been submitted to and accepted by the Authority.

- Procurement Procedures - Grant recipients are expected to ensure that costs for goods and services obtained to carry out the project are reasonable and customary for the type of work performed and materials procured.
    1) **Government agencies:** Government grant recipients shall follow their normal procurement procedures and must be able to document that applicable procurement procedures were followed, if requested by the Grantor.
    2) **Non-profits:** Non-profit grant recipients shall utilize a procurement process that allows them to obtain project goods and services at reasonable and customary prices, and if requested by the Grantor, must be able to document that expenditures are reasonable and customary.
        a) Procurements greater than $500 and less than $10,0000: Grant recipients are strongly encouraged to obtain written bids from two or more vendors for any goods and services for which costs are expected to be **greater than $500 but not more than $10,000**.
        b) Procurements greater than $10,000: If costs for any goods or services are expected to **exceed $10,000** written bids from at least 3 vendors must be obtained. Grant recipients must be able to provide documentation that at least 3 written bids were obtained, if requested by the Grantor
    3) When bids are obtained, grant recipients are not required to select the lowest bid, but must be able to provide documentation on why a vendor other than the low bidder was selected and what criteria other than the most favorable bid price were considered.
    4) Sole-source procurement of goods and services should not be utilized unless there is a demonstrable and justifiable need and it can be demonstrated that competitive procurement is impractical because only one product or service vendor can meet specific project requirements. As with all procurements, expenditures must be reasonable and customary for the type of goods and services being obtained. If

requested by the Grantor, grant recipients must be able to document project requirements that justified the sole source procurement and that expenditures are reasonable and customary for the goods and services obtained.

- Nondiscrimination - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.

- Acknowledgment - Grant recipients are required to provide appropriate acknowledgment of the Authority assistance for all projects in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity.

- Compliance Review - Recipients of funds for all capital projects (except those on which an easement has, or will be conveyed), and those non-capital projects that involve outdoor signage installation, archaeology or other ground disturbance will be subject to review by the Trust Project Review and Compliance Unit in compliance with *Sections 5A-325 and 5A-326 of the State Finance and Procurement Article* – see http://mht.maryland.gov/projectreview.shtml). Recipients shall obtain Maryland Historical Trust review of their preliminary concept plan or fifty percent design plan for the project to assess the project's effects on historical and archeological resources, and may be required as a condition of the Maryland Heritage Areas Authority grant award to revise their plans as needed, based on the Trust's comments, in order to ensure that the project avoids any adverse effects on significant historic and archeological properties.

- Compliance with Applicable Laws – Recipients of funds are responsible for complying with all federal, state, and local laws applicable to the project. This responsibility includes, but is not limited to, compliance with local zoning, building and public safety codes, review by local historic preservation commissions, and federal and state licensing, permitting and environmental requirements.

CAPITAL PROJECT GRANT TERMS AND CONDITIONS
In addition to the grant terms and conditions noted above, applicants seeking funds for capital projects may be required to meet the following additional terms and conditions:

- Insurance Requirement - Recipients of funds for certain capital projects may be required to insure the assisted property against loss or damage by fire and such other hazards, casualties, and contingencies as may be required from time to time by the Authority, in amounts satisfactory to the Authority but in any event not less than the total of the Grant and the outstanding principal balance under all mortgages on the Property. Comprehensive general liability insurance may also be required to be maintained on the Property including the improvements on the Property covered by the Easement, in amounts satisfactory to the Authority. Recipients of funds shall also cause to be attached to each policy a clause that the insurer shall endeavor not to cancel the policy except upon 30 days prior written notice to the Trust and shall direct the insurer to name the Authority as additional insured and loss payee, but without obligation on the part of Grantor to make premium payments. Insurance coverage shall be in place for the duration of all work funded by or included in the project. If the Grantee or Property

Owner is a government entity, insurance requirements may be satisfied through evidence of self-insurance acceptable to the Authority.

- Preservation Easement – A term preservation easement **may** be required to be conveyed to the Maryland Historical Trust on historic properties listed on, or eligible for listing in the Maryland Register that are assisted with Maryland Heritage Areas Authority funds. An easement is a binding legal document that is recorded in the local land records. It affects the entire area under easement. It usually protects historic buildings, structures, and associated archeological resources, and confers approval authority on the Trust in the event that the owner (and all subsequent owners during the term of the easement) wishes to undertake construction or alterations to the property. The land and covered improvements must be maintained in good condition. Trust staff is available to offer technical preservation expertise to easement property owners on an as-needed basis. Generally, the easement must be executed between the property owner and the Trust. Approval of the proposed work must be obtained before the Authority funds are released. At its discretion, the Authority may release a portion of the grant funds prior to execution of the easement, but **in no case will all grant funds be released prior to execution of an easement**. The easement must be in form and substance acceptable to the Trust. The easement coverage will be on the land or such portion of the land acceptable to the Trust and on the exterior and interior of the historic structures as the Trust determines appropriate. If required, the easement will be for a fixed term. Each $5,000 (or portion thereof) of MHAA grant funding will equal 1 year of the easement term, with a minimum term of 15 years. So for example, a $20,000 grant award would require a 15 year easement term, and a $100,000 grant award would require a term of 20 years. If a property receives MHAA or MHT grants in subsequent years, the term of the easement would be extended accordingly.

- Title Certificate – If conveyance of an easement is a condition of the Authority grant award, recipients of funds for capital projects will be required to provide an attorney's Certificate of Title acceptable to the Maryland Historical Trust, certifying the owner's title to the real property on which the improvements are located, if conveyance of an easement is a condition of the Authority grant award. In addition, an update of the Certificate or commitment will be due after the recordation of the preservation easement, but prior to the disbursement of funds. The Certificate may contain only exceptions and encumbrances approved by the Trust.

- Property Owner Consent and Site Control - Grantee must demonstrate that they have legal right to carry out the project.

- Site Plan and Legal Description of Property – If conveyance of an easement is a condition of the Authority grant award, recipients of funds for capital projects will be required to provide a legal description of the property and a site plan that locates any structures with metes and bounds identified on the site plan.

- Minority Business Enterprise Requirement - Grantees receiving $90,000 or more in grant funds must make a best effort to achieve a Minority Business Enterprise participation goal, prepare a Minority Business Enterprise participation plan, and report on MBE participation efforts as part of the reporting process.

- Secretary of the Interior's *Standards* – All work performed as a part of the grant project must be consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (http://www.nps.gov/tps/standards.htm)*.*

APPENDIX C – HERITAGE AREA MANAGEMENT ENTITY CONTACT INFORMATION

Anacostia Trails Heritage Area
(Prince George's)
Tel.: 301-887-0777
aaron@anacostiatrails.org
www.anacostiatrails.org
Deadline: March 12, 2021

Annapolis, London Town, and South County Heritage Area (Four Rivers Heritage Area)
(Anne Arundel)
Dr. Carol Benson, Executive Director
Tel.: 410-222-1805
Heritage_Area@aacounty.org
www.fourriversheritage.org
Deadline: March 1, 2021

Baltimore National Heritage Area
(Baltimore City)
Ms. Danielle Walter Davis, Grants Manager
Tel.: 410-878-6411
dwalterdavis@baltimoreheritagearea.org
www.explorebaltimore.org
Deadline: March 5, 2021

Canal Place Heritage Area
(Allegany)
Ms. Deidra L. Ritchie , Executive Director
Tel.: 301-724-3655 or 800-989-9394
deidra.ritchie@maryland.gov
www.canalplace.org
Deadline: April 2, 2021

Heart of Chesapeake Country Heritage Area
(Dorchester)
Ms. Julie Gilberto-Brady, Heritage Area Director
Tel.: 410-228-1000
julie@tourdorchester.org
www.visitdorchester.org
Deadline: March 19, 2021

Heart of the Civil War Heritage Area
(Carroll, Frederick, Washington)
Ms. Elizabeth Scott Shatto, Director
Tel.: 240-285-6727
liz@heartofthecivilwar.org
www.heartofthecivilwar.org
Optional Draft Deadline: February 12, 2021
Deadline: March 1, 2021

Beach to Bay Heritage Area
(Somerset, Wicomico, Worcester)
Lisa Challenger, Interim Director
Beach to Bay Heritage Area
Berlin, MD 21811
Tel.: 443-783-3035
info@BeachesBaysWaterWays.org
www.beachesbayswaterways.org
Deadline: March 15, 2021

Lower Susquehanna Heritage Greenway Heritage Area
(Harford and Cecil)
Ms. Brigitte Carty, Executive Director
Tel.: 410-457-2482
brigitte@upperbaytrails.com
www.hitourtrails.com
Deadline: March 4, 2021

Montgomery County Heritage Area
(Montgomery)
Ms. Sarah Rogers, Executive Director
Tel.: 301-515-0753
Fax : 301-515-0193
director@heritagemontgomery.org
www.heritagemontgomery.org
Deadline: March 22, 2021

Mountain Maryland Heritage Area
(Garrett)
Kim Folk, Heritage Area Director
Tel.: 301-387-5238
kim@garrettchamber.com
www.garrettheritage.com
Deadline: March 1, 2021

Patapsco Valley Heritage Area
(Baltimore and Howard)
Mr. Aaron Shapiro, Executive Director
Tel.: 410-615-0425
info@patapsco.org
www.patapscoheritagegreenway.org
Deadline: March 19, 2021

Southern Maryland Heritage Area
(Calvert, Charles, St. Mary's)
Ms. Lucille Walker, Executive Director
Tel.: 301-274-4083
lwalker@tccsmd.org
www.DestinationSouthernMaryland.com
Deadline: April 9, 2021

Stories of the Chesapeake Heritage Area
(Caroline, Kent, Queen Anne's, Talbot)
Ms. Gail Owings
Tel.: 410-778-1460
info@storiesofthechesapeake.org
www.storiesofthechesapeake.org
Deadline: March 8, 2021

APPENDIX D – SAMPLE BUDGET

Use the budget detail sheet to prepare a realistic project budget. **The budget MUST address project components mentioned in the Summary Scope of Work and Project Timetable.** The following sample budget for a non-capital project is provided to illustrate both the process and format grant project budgets must follow.

Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are grant or match, cash or in-kind contributions. Rates of pay or similar cost breakdowns **MUST** be included in each line item. Upload any estimates you have obtained to support 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.

You will be prompted to download a budget form from which to work as part of the online application process.

DO NOT SUBMIT A BUDGET WITH ONLY ONE LINE ITEM. YOU MUST PROVIDE A BREAKDOWN. IF YOU ARE WORKING WITH A CONTRACTOR AND THEY GIVE YOU A LUMP SUM, YOU MUST HAVE THEM BREAK IT DOWN.

** SEE SAMPLE BUDGET ON NEXT PAGE **

SAMPLE BUDGET

Line Item No.	Work Item (Description)	Grant Funds	Total Match	Other Project Costs	Total Project Cost
	MM STAFF				
1	Curator (26 weeks 30% time)		$5,304.00		$5,304.00
2	Education Director (26 weeks 10% time)		$3,120.00		$3,120.00
3	Executive Director (26 weeks 5% time)		$2,250.00		$2,250.00
	CONSULTANTS				
4	Anonymous Associates (see attached estimate from consultant)	$35,000.00	$10,000.00	$25,000.00	$70,000.00
5	Exhibit Planning Meeting (based on costs for meetings in the past)		$300.00		$300.00
6	Aquaria Specialists (50 hers. @ $50/hr.)			$2500.00	$2500.00
7	Anyfirm Strategies (33 hrs. @ $150/hr.)		$5,000		$5,000
8	Prototyping Consultant (based on estimate received from consultant)			$2,000.00	$2,000.00
	PROTOTYPING				
9	Prototyping Supplies		$2500.00	$2,000.00	$4,500.00
	VOLUNTEER SUPPORT				
10	5 exhibit committee members x 42.67 hours @ $23.56 per hour		$5,026.00		$5,026.00
11	**RIGHTS AND REPRODUCTION COSTS**		$1,500.00		$1,500.00
	TOTALS	**$35,000.00**	**$35,000.00**	**$31,500.00**	**$101,500.00**

SAMPLE BUDGET COMMENTS

MM Staff – MM's staff will be spending a percentage of their regular time (indicated in the line items) working on the project over the course of 26 weeks. The line item amounts reflect that portion of their annual salary, including benefits.

Consultants – MM will has hired Anonymous Associates to complete the exhibit development. The attached proposals show the breakdown of the $70,000 cost for their work. This line item will be supported not only with grant funding from MHAA, but from a grant received from the Smith Family Foundation (see award letter on the attachments page). Anonymous Associates plans to hold an exhibit planning meeting, for which we have budgeted $300, which will include the cost of copies and refreshments, and is based on the cost of a previous meeting held by MM for a similar project. The exhibit will include the upgrade of our existing aquarium, and Aquaria Specialists have agreed to donate their time to complete that upgrade (see uploaded letter of donation). MM will also be working with Anyfirm Strategies to develop a marketing plan for the exhibit. We have received an Anytown Government Grant to cover the majority of the costs ($7,500), and the vendor has also provided us with a discounted rate (see uploaded grant award letter and letter from vendor). Finally, we will be developing some prototypes of the various hands-on exhibit elements, for which Anonymous Associates is donating their time (see uploaded letter indicating the donation).

Prototyping Supplies – The materials that will be utilized to create the interactive prototypes will be covered by the Anytown Government Grant and are based on the construction of 5 prototypes.

Volunteer Support – MM relies heavily on our volunteer support, and our 5-member exhibit committee will be integral to the exhibit development process. Their time is calculated at the standard rate for Maryland as set by Independent Sector.

Rights and Reproduction Costs – While many of the images that will be utilized in the exhibit come from the MM collections, we do anticipate that we will need to pay for a certain number of licenses and reproduction costs. This number is based on previous exhibits, on which we spent a similar amount for these expenditures. The Smith Family Foundation grant will be used to cover these costs.

APPENDIX E – PROOF OF NON-PROFIT STATUS

Proof of nonprofit status (if applicable):

If the Applicant is a non-profit organization, proof of non-profit status must be submitted. This should include:
- Articles of Incorporation*
- By-laws*
- Internal Revenue Service 501(c)3 approval letter (if applicable)

*Some organizations may have a constitution or charter instead.

Note: If the applicant has previously uploaded these documents using the online grant system, unless there are changes, the documents do not need to be uploaded again.

If a grant is awarded, nonprofit organizations will be required to submit a Corporate Resolution form that includes the names of all authorized signatories for the organization. This form must be completed before the grant funds can be disbursed.

APPENDIX F – PHOTOGRAPH REQUIREMENTS

Capital projects must submit at least **ten (10) color photographs** (in PDF format or copied and pasted into Microsoft Word) which depict assorted overall views of the property/structure.

- Existing Structures -
    - Important interior elements
    - Important exterior elements
    - Areas of deterioration
    - Images that show the entire structure
    - Images that show the surroundings of the structure
- Land Acquisition/New Construction Projects –
    - Images that show the proposed location
    - Images that show the surrounding area
- **Provide a written description of each photograph**
- **Digital photographs should be uploaded**
    - High resolution photos are preferred
    - Please include all photos in a single PDF or Word file, so it may be distributed to the grant review panel.
    - Include the following details in the PDF or Word file:
        - File Name
        - Name of structure or project
        - Name of photographer
        - Date Taken
        - Brief Description

While not a requirement for non-capital project applications, a pictures can "speak" a thousand words, so we encourage you to provide images to enhance your application.

*If you are unable to upload all your files, you can email them to andrew.arvizu@maryland.gov and we will add them to your application manually.

APPENDIX G – PROPERTY OWNER CONSENT

- Using the sample text below, attach a letter indicating the willingness of the property owner(s) to support the project and provide site control if the applicant organization is not the property owner.

Sample Letter from Property Owner

<div align="center">

Johnnytown Historical Society
P.O. Box 1
Johnnytown, MD 00000

February 1, 2020

</div>

Jennifer Ruffner, Administrator
Maryland Heritage Areas Program
Maryland Historical Trust
100 Community Place, 3rd Floor
Crownsville MD 21032

Dear Ms. Ruffner,

As the owner(s) of the property located at [insert property's physical address including street number/name, city, and zip code], for which a state grant is being sought, I/we confirm my/our willingness to support the project and convey to the Maryland Historical Trust (MHT) or other eligible entity a preservation easement or easement modification on the property or enter into a preservation/maintenance agreement, if required by MHT. I/we understand that my/our confirmation is a requirement of the grant application and that the preservation easement or preservation/maintenance agreement, if required, imposes a financial obligation upon the property owner(s) and a legal encumbrance/lien upon the easement property.

[The letter must also identify all less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property. Your letter MUST include ONE of the two paragraphs below:]

I/we hereby confirm that there are no less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property.

OR

I/we hereby confirm the following less-than-fee simple interests in the property:
- Loan from Bank of Johnnytown, $5,000
- Lease agreement with Johnnytown Toy Museum

[The letter must be signed by an authorized officer of the property owner organization; substitute their mailing information for the sample below.]

Sincerely,

Johnny Q. Johns
President, Board of Trustees
Johnnytown Historical Society

APPENDIX H – DEPARTMENT OF NATURAL RESOURCES PROJECT APPROVAL PROCESS

If your project will take place on land owned by the Maryland Department of Natural Resources (DNR) (regardless of your property management arrangement with DNR), you **must** obtain approval for your proposed project prior to submission of your application. The following information is required – see below for full instructions on completing this form, and how to submit to DNR. An electronic version of this form can be found here: https://mht.maryland.gov/documents/word/grants_mhaa_dnrapproval.docx. .

MARYLAND PARK SERVICE PROJECT DESCRIPTION

Project Name:
Project Number:
Applicant Name:
Applicant Address:
Land Unit:
County:
Region:
Project Lead:
Project Type: Project Review
Customer Type:
Request Type:
Critical Area:
Master Plan?:
Date:
Prepared By:
Contact Phone:
Contact E-Mail:
Review Due:

Project Description:

General Site Conditions:

Project Considerations:

MARYLAND PARK SERVICE PROJECT DESCRIPTION FORM INSTRUCTIONS

The top part is information needed for the electronic database. It allows the Integrated Policy and Review (IPR) Unit to generate reports and track the workload. If you aren't sure what to put in there, leave it blank, and IPR staff can probably figure it out.

Project Description: This is the "who, what, where, when, why, and how" of the project. It should include information such as:

- Who is doing the project?
- What is the purpose of the project?
- Where will the project be located and what physical elements or landscape alteration is involved?
- When will the project be done and how long will it be in place? Is it a permanent or temporary structure?
- Why is the project being installed, performed, conducted?
- How will the project be implemented?
- What is the size of the project? (Width, length, height)
- How heavy is it and will it affect existing road or bridge infrastructure?
- Does the project involve grading, soil boring, tree or vegetation removal or alteration?
- How will the site be accessed and how often?
- General Site Conditions
- Describe the existing physical features of the site such as topography, soils, vegetation, drainage, etc.
- Project Considerations

Include anything else that a reviewer might need to know, such as ... is there a special event planned and the project must be completed by a certain date. Is there a local official pushing for it or a "friends" group that is involved? Will an outside entity be doing the work, and if so, who is it?

Location Map or Vicinity Map

This should be a map of the general area with some specific landmarks, such as roads and towns. It can be an ADC Map, a Google Map, or a street map with a circle on it. The map should show generally how to get to the site from locations outside of the immediate Park boundaries. (Some project reviewers may not be familiar with every park.) If possible, a complete street address with zip code should be on the map. If there is no street address at the site, provide a note and give the address of a nearby location. Include a North Arrow. Try to keep the map under 2MB.

Site Plan

This is a plan view drawing of the project showing the specific project site within the Park. It is very helpful if it is drawn to scale, and Park Planning staff or IPR can help out with that. It should match what is written in the Project Description Form as far as dimensions, connections to other infrastructure, and impacts to the landscape as far as clearing, grading, etc. It should have a North arrow. It can include notes as needed to make things clear. If a researcher is setting up a net or trap structure, a drawing or photo of the equipment is helpful. Try to keep the plan under 2MB.

Submit all three documents to Shane Johnston at Shane.Johnston@maryland.gov

Please note, if your project takes place on Maryland Forest Service, Wildlife and Heritage Service or Fisheries Service lands, then you will need to seek approval from those services rather than the Maryland Park Service. If that is the case, please contact MHAA staff for the correct contact person.

APPENDIX I – APPLICANT CHECKLIST

The following is a list of items, which are checked during the review process, can also be checked by grant applicants themselves. By addressing these issues before you submit your application, you will increase your chances of receiving funding from MHAA.

☐ **BASICS**

  ☐ **Is your project taking place within the boundaries of your heritage area?** If not, you are not eligible.[1] You can check the heritage areas boundaries by consulting with your local heritage area director or by using a Maryland Historical Trust mapping tool called Medusa[2]: https://mht.maryland.gov/secure/medusa/. A tutorial on the use of Medusa is available here: https://bit.ly/HA-Status

  ☐ **Did you review the program goals for the Maryland Heritage Areas Program so you understand the types of projects that are supported?** The goals can be found on page 7 of the MHAA Strategic Plan, which you can download here: https://mht.maryland.gov/documents/PDF/MHAA/MHAA_StrategicPlan.pdf.

  ☐ **Did you complete the correct application form (capital or non-capital)?** If not, please contact an MHAA staff member, and we will send the correct application to your online account. If you are unsure about whether your project will be classified as capital or non-capital, please contact your local heritage area or an MHAA staff member.

  ☐ **Are you in "Good Standing" with SDAT?** This can be checked here: http://dat.maryland.gov/Pages/default.aspx ; you should also ensure that your resident agent and primary address are up to date.

☐ **CHECK YOUR BUDGET**

  ☐ **Did you submit your budget on the required Excel spreadsheet form?** If not, please re-do the budget on the excel spreadsheet provided by MHAA.

  ☐ **Is your budget saved as an Excel document?** If not, please submit it as an Excel document (not a PDF or Word document).

  ☐ **Does your budget have sufficient detail?** There are almost no cases in which a single-line budget is sufficient. The budget should usually include multiple line items. Each line should include detail of where the amounts come from (breakdown of costs, reference to supporting documentation, etc.). If not, please re-do your budget.

  ☐ **Are all aspects of the project you describe in your application also included in the budget?** If not, please include all aspects of the project in the budget.

  ☐ **Did you upload supporting documentation for your budget?** Examples include list prices for budget items, price quotes for materials and services, and correspondence that contains price estimates from potential vendors.

---

[1] The majority of your project activities must take place within the boundaries of a heritage area.
[2] Under the "Layers" tab, be sure to check the box for "Other MHT Base Data" and the sub-layer checkbox for "Maryland Heritage Areas" in order to see the heritage area boundaries appear on the maps.

☐ **MATCH DOCUMENTATION**
    ☐ **Have you included the required 1-to-1 match in your project budget?** If not, please add that to the project budget.
    ☐ **Make sure you are not using state funds (or state employees' time) as your match.** This is prohibited.

☐ **CAPITAL PROJECTS** (Skip this section if you are applying for a non-capital grant only.)
    ☐ **Did you submit a property owner letter giving permission to do the project on the property?** If not, please submit a letter in the format provided in the sample letter on page 24 of the MHAA FY 2022 Project Grant Guidelines.
    ☐ **If the request is for property acquisition, did you include at least one appraisal dated within the last 6 months?** If not, please obtain one, if not both, required appraisals in order for your application to be considered.
    ☐ **If the Maryland Historical Trust holds an easement on your property, have you begun the process of obtaining easement approval?** Please do so as soon as possible. Receiving a grant award from MHAA does not mean that you have received approval from MHT to complete the work described in your grant application. You must still complete and submit a Historic Preservation Easement Program Change/Alteration Request Application, which can be found here: https://mht.maryland.gov/easement_existing.shtml

☐ **NON-CAPITAL PROJECTS** (Skip this section if you are applying for a capital grant only.)
    ☐ **If you are requesting funding for an event or festival, are you introducing a new event or adding a new component if it is an existing event?** MHAA will fund new events and expanded/enhanced events; MHAA will not fund longstanding annual events that have not been changed or expanded.

☐ **SUPPORT DOCUMENTATION**
    ☐ **If the project takes place on DNR property, did you submit an approval letter from DNR (not just the local park or unit)?** If not, please submit an application for approval, as detailed in the MHAA FY 2021 Project Grant Guidelines on page 23 of the MHAA FY 2021 Project Grant Guidelines.
    ☐ **If the project is an education project, did you submit a letter from either their local school district, or the Maryland State Department of Education?** If not, please request such a letter.
    ☐ **Have you included and/or requested letters of support?** While not a requirement, this is strongly recommended, so you may want to identify partners who can write letters.