

FY 2023 MHAA Non-Capital Grant Application

Instructions

FY2023 MARYLAND HERITAGE AREAS PROGRAM NON-CAPITAL GRANT APPLICATION

Application Deadline (online submission):
11:59 pm on your local heritage area's deadline (see page 18 of the [Grant Guidelines](#)).

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

Please read the following instructions before beginning your application:

- This grant application is for **non-capital projects**, rather than capital, or construction activities.
- Funds awarded in this application round will be available no sooner than July 14, 2022.
- Please review the [program guidelines](#) before beginning your grant application. The guidelines contain important information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline.
- We strongly recommend that you [contact your local heritage area staff](#) before applying to be sure your project is eligible and to obtain appropriate guidance.
- The grant application must be submitted **online** with all attachments by **11:59 p.m. on your local heritage area's deadline (see the [Grant Guidelines](#))**.
- Please note that all questions with a **red asterisk (*)** require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents.
- When you have submitted your application successfully, you will see a confirmation message on the screen, and you will receive a confirmation e-mail.

Notes on completing the online application:

- Please review the "Quick Start" guide available [HERE](#) before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact andrew.arvizu@maryland.gov
- To request accommodations for individuals with disabilities, please contact Ennis Smith at ennis.smith@maryland.gov or 410-697-9555. We will do our best to provide alternative forms of application materials and resources.

MHAA Program Areas of Focus

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

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

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

Overview

Organization Name

Grant Project Title

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

Acknowledgement

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

No

Project Design

Project Design

Grant Project Summary and Importance

Briefly describe the work that this grant (and matching funds) will support, what impact this project will have, and why this project is urgent. This description will be used to introduce the review panel to your project.

Comprehensive Project Description

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

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

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. Remember that the work funded by this grant and match may not start prior to July 14, 2022 and should be completed no more than two years from the project start date.

Budget

Project Budget

- The project budget is an important aspect of your grant application, and it is necessary for you to review the [grant guidelines](#) in order to fill out your budget correctly.
- Please note that ALL applicants are REQUIRED to provide a dollar-for-dollar match to the grant, using any combination of cash and in-kind match sources.
- All match MUST be from non-state sources and must be expended during the grant period, which will commence no earlier than July 14, 2022. However, state employee staff time spent on the project is eligible for inclusion in the match.
- **Before completing the budget fields below on this page, complete your detailed budget using the Excel spreadsheet which you can download and complete by clicking [HERE](#). You must use this form.**
- You will use the numbers from the Excel spreadsheet to fill out the fields below, on this page.
- For a sample budget, please see page 19-21 of the FY 2023 MHAA Grant Guidelines for Project Grants.

Detailed Project Budget

Provide a detailed project budget, showing how the grant funds and match will be expended. The required form is available [HERE](#).

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

Remember, the more detail and line items you can include, the better. Please do not upload a budget with just one line item. Break it down into specific deliverables and costs.

Grant Funds Requested

Grant Funds Requested

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

The minimum is \$5,000.

Round up to the nearest dollar.

The amount you request will be dependent on how much match you will be able to provide.

Matching Funds

Total Required Match

What is the dollar value of the match funds (cash and in-kind) that your organization will provide for your required match?

Please note that your organization must match MHAA funds dollar-for-dollar. This means if you request a \$5,000 grant, your organization must commit to spending an additional \$5,000 on the project. You may not use other sources of state funds, except for staff time of state employees. This match may be "in-kind," meaning it may consist of volunteer hours you plan to spend on the project (currently valued at \$31.29 per hour) and the documented value of donated services and materials.

All match must be spent after the grant is awarded.

Other Project Costs (non-state sources)

Many projects cost far more than the requested amount and the required match. In order to

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

Leveraging more than the required one-to-one match is NOT a requirement and will not mean that your project is more likely to be funded.

Upload documentation of your match here.

If you have documentation showing that your match is in-hand or committed, please upload that here.

List the source(s) of all matching funds you are including in your proposed project costs. Please indicate if the funds and support are in-hand, committed, or not yet available. Please note that state funds, except for staff time of state employees, are ineligible as match.

Total State Funds Already Committed

Please note that any Maryland state funds (excluding state staff time) committed to your project should not be included in your total match and leverage listed above.

List them separately here, and make sure they are in the "Other Projects Costs" column of your attached budget.

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

Besides staff time from state employees, other state funds may not be part of the match for this grant, but they may be a significant source of other funds for your project.

Budget Comments

Provide any additional details about your budget line items that you would like share with grant reviewers.

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

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

Ongoing Maintenance

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

Urgency

Urgency

Is this project urgent?

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

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

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

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

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

Does your project address diverse or inclusive historical narratives? If so, please provide details.

We are particularly interested in supporting projects that will highlight under-told narratives about Maryland's past. Some examples include the history and cultural traditions of African Americans, Native Americans, Asian Americans, Latinos, immigrants, women, LGBTQ communities, or people with disabilities.

Access & Outreach**Access and Outreach****Describe the anticipated benefits of your completed project for tourists, k-12 students, and/or local community members.****What provisions exist or will be made for physical or programmatic access by individuals with disabilities?****How will you ensure that your intended audiences will learn about your site or project?**

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

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

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

What amenities are or will be available to the public at your site (if applicable)?

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

Project Mgmt

Project Management

Why is your organization qualified to complete this grant project?

Discuss -- if applicable -- any similar projects you have completed in the past, previous grants you have managed, and/or longstanding connections you have with communities and partner organizations that have positioned you to complete this project.

Your Organization's Administrative Capability and Areas of Expertise

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

Include the name, title, areas of expertise, and the role they will play for each person listed. Please attach any relevant resumes, CVs, and/or bios on the Attachments Tab of this application.

Consultants and Partners

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

Include the name, title, company name, and the role they will play. Please note that you may be required to solicit 2-3 written bids before selecting a contractor (see pages 8-9 of the [MHAA Grants Manual](#) for details).

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

You may upload additional resumes, CVs, or bios of team members on the Attachments page.

Special Cases - DNR and K-12

Projects on DNR Property

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

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

Education Projects

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

In most cases, this documentation should consist of a letter from your local county school system or systems.

Applicant

Applicant Organization

Legal Name

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

Organization Type

Tax ID / Federal Employer Identification Number (EIN)

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

Mailing Address

City **State**
 - Select One -

Zip Code

Website Address

Organizational Documents

Non-profit organizations must upload copies of their organizational documents. For most organizations this will include the filed Articles of Incorporation, Bylaws, and an IRS determination letter. **Government entities do not need to upload organizational documents.**

You may upload one document in each upload box. If you need to upload additional documents, you may add them on the Attachments page at the end of the application. If you have uploaded these documents as part of a recent grant application, MHAA will already have your documents on file.

Upload your Articles of Incorporation here.

Bylaws

Upload your organization's bylaws here.

Proof of Non-Profit Status

Upload a copy of the Determination Letter from the Internal Revenue Service.

Project Contact Person

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

Prefix **First Name**

- Select One -

Last Name

Title

Contact Address

City **State**

- Select One -

Zip Code

Contact Phone

Extension

E-mail

Please upload a resume for the primary contact.

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

Release

Release and Consent

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

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

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

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

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

Upload your letter of objection, if applicable, here.

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

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

No

Legal Authorization

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

No

Full Name of Legally Authorized Submitter

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

Baseline Data and Outcomes

Baseline Data and Outcomes (NOT used in application scoring)

The Maryland Heritage Areas Authority (MHAA) needs your help in demonstrating the value of the Heritage Areas Program, and the impact the program has on your community,

your heritage area, and the State of Maryland. To do that, we'd like to ask you some questions about current metrics and the expected outcomes of your MHAA-funded project.

Note that these questions are not meant to evaluate your specific projects (and will not be viewed by grant reviewers), but will be added into cumulative program impact numbers, so we can generate reports with information such as how many projects MHAA supported that increased visitation, how many buildings were preserved with MHAA support, or how many new exhibits were supported by MHAA.

Not all of these questions will be applicable to your project - only respond to the ones that apply to your specific project.

What is the current annual visitation at your site prior to completing this project?

This may be an estimate.

What do you expect your annual visitation will be AFTER you have completed the proposed project described in your application?

Please leave this blank if you do not anticipate an increase.

How many new or enhanced exhibits will be developed as a part of your MHAA-funded project?

Please leave this blank if it is not applicable to your project.

How many new or enhanced interpretive signs or brochures will be developed as a part of your MHAA-funded project?

This can include wayside interpretive panels or kiosks and interpretive brochures, booklets and fliers. Please leave this blank if it is not applicable to your project.

How many new virtual interpretive products will be developed as a part of your MHAA-funded project?

This can include websites, mobile apps and other virtual experiences. Please leave this blank if it is not applicable to your project.

How many events do you expect to offer as a part of your MHAA-funded project?

Please leave this blank if it is not applicable to your project.

How many buildings do you expect to restore and/or preserve and/or rehabilitate as a part of your MHAA-funded project?

Please leave this blank if it is not applicable to your project.

How many of those buildings will be receiving MHAA funding for the first time with this project?

Please leave this blank if it is not applicable to your project.

How many miles of trail do you expect to build or enhance as a part of your MHAA-funded project?

Please leave this blank if it is not applicable to your project.

How many acres of land do you expect to conserve as a part of your MHAA-funded project?

Please leave this blank if it is not applicable to your project.

How many new strategies or interpretive products do you expect to implement to promote equity and inclusion as a part of your MHAA-funded project?

Please leave this blank if it is not applicable to your project.

Use this space to elaborate on any of your responses above, if you would like to provide any clarification or additional details.

(This information, like all the other answers in this section, will be background information for staff only and will not be used to evaluate your application)