MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

PROJECT GRANTS GUIDELINES
(Capital and Non-Capital Projects)
Fiscal Year 2024

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MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANTS GUIDELINES

INTRODUCTION

The Maryland Heritage Areas Authority ("MHAA") Grant Program is a source of funding designed to assist and encourage the **preservation of historical, archaeological, natural, and cultural resources** and **support economic development through heritage tourism** within heritage areas certified by MHAA. 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 28 to assist you in completing your application.**

DISCLAIMERS

Each applicant shall comply with all applicable federal, state, and local laws and departmental policies and programs regarding drug-, alcohol-, and smoke-free workplaces, 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 "MHAA") and supplied by the applicant will be used principally for MHAA's determination of the feasibility of the application;
2. Failure to accurately and adequately supply requested information may seriously jeopardize MHAA's approval of the application;
3. MHAA 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 MHAA 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 MHAA in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.

ELIGIBLE APPLICANTS

1. Eligible applicants include **non-profit organizations and local jurisdictions, as well as state and federal government agencies**.

2. Non-profit organizations must be in **good standing with the State of Maryland Department of Assessments and Taxation** (SDAT), be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program. To check if you are in good standing with the SDAT, please navigate to their website here: https://egov.maryland.gov/BusinessExpress/EntitySearch.

   Instructions for using SDAT website:

   I. In the center of your screen, please enter the legal name of your organization and click "search."

   II. Find and click on your organization on the list of organizations from your search query.

   III. Once you have opened your organization, scroll halfway down the page to find the "Good Standing" field. This field will either say "This business is in good standing" or "This business is not in good standing."

   IV. If you are not in good standing with SDAT, the reason will be listed below the field. If you are not in good standing due to a missing document, such as an annual report, you can upload that document by scrolling up the page and clicking the "Options for this Business" button.

   V. If you have any questions about getting back in good standing with SDAT, please contact the department directly at 410-767-1184.

3. Projects **must be in a Certified Heritage Area**. To check if your project will take place in a Certified Heritage Area, please navigate to MEDUSA, Maryland's online Cultural Resource Information System here: https://mht.maryland.gov/secure/medusa/.

   Instructions for using SDAT website:

   I. On the left-hand side of your screen, select the "Layers" button.

   II. Please click "Other MHT Base Data," select the small arrow on the right hand of the tab and click "Maryland Heritage Areas." This will turn on the MHAA layer.

   III. Once the MHAA layer has been turned on, enter your project's address into the search bar at the top of the screen and hit enter. This will drop a pin in your project's location.

   IV. You can then compare the location of the dropped pin to the MHAA layer. The land contained within the pink highlighted area is part of a heritage area. You may click on your property in question to learn which heritage area you are in.

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. Applicants will be asked to explain how their project addresses 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.

Applicants are STRONGLY encouraged to contact their local heritage areas for more information on these documents and to discuss their projects with their heritage area director prior to submitting the full application (see Appendix C for contact information).

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

Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment. However, grants can be awarded to multiple phases of a larger project. See next section "Project Types: Non-Capital and Capital" for an outline of the various types of activities that are eligible to receive Project Grant funding.

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.

Indirect Costs for Non-Profits

Non-profit organizations requesting grant funds for **non-capital projects** have the option to include some indirect costs as a part of their grant-funded expenditures. Indirect costs are those operating costs that are not readily identifiable within 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**. Non-profit 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

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

PROJECT TYPES: NON-CAPITAL AND CAPITAL

MHAA Non-Capital projects range from $5,000-$50,000. Funds 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** •**Research** •**Other planning activities that support the Certified Heritage Area**	•**Interpretive Exhibits, Signage and Brochures** •**Interpretive Websites and mobile apps** •**Wayfinding Signage – Pedestrian only** •**Educational Programs and Materials**
Programming *Preference is given to new or pilot programs rather than ongoing activities*	
•Seminars •Conferences •Performances	•Reenactments •Commemorations •Festivals

MHAA Capital projects range from $5,000-$100,000. Funds 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.

Special Conditions for Capital Grants

- MHAA may require conveyance of a term historic preservation easement to the Maryland Historical Trust ("MHT") on historic properties listed on, or eligible for listing in the Maryland Register that are assisted with Maryland Heritage Areas Authority capital 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 https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.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).
- Applicants proposing archaeological work will need to align their project with MHT's archaeological guidelines (see https://mht.maryland.gov/archeology.shtml).
- If the applicant organization is not the property owner you must demonstrate that you have a legal right to carry out the project. This includes notifying the property owner of your project at the time of application and possibly obtaining a letter of consent from them prior to award if your project is selected for funding and it is required by the Maryland Historical Trust (see Appendix G for a sample letter).

Supplemental Property Information

In the application you will be asked to briefly describe the property's historical significance, significance to community groups, if applicable, and how the property is/will be used. Please share any additional information about the property, such as special designations (i.e., listed on the National Register or Maryland Inventory of Historic Places, or located in a historic or arts and entertainment district). To verify if your property is associated with any local or state designations, we recommend using the State of Maryland's online Neighborhood Revitalization Mapper https://portal.dhcd.state.md.us/GIS/revitalize/index.html.

Instructions for using the Neighborhood Revitalization Mapper:

I. Once you are in the Neighborhood Revitalization Mapper, you can view designation listings on the left-hand side of your screen, by selecting the "Layer List" button (it looks like three sheets of paper stagged on top of each other).
II. Then click the "Turn all layers on" button that is in the upper right corner of the same Layer List menu (it looks like a small icon comprised of three horizontal lines with a check mark in the lower right). Select "Turn all layers on" and this will enable this search feature.
III. Once the "layer" feature has been turned on, please enter your project's address into the search bar at the top of the screen and hit enter. This will drop a pin in your project's location.
IV. Click the dot that represents the pin and it will populate any designations associated

with that property.

     V.   Use the small left and right arrow keys at the top of the pin information box to click through the various designations. You will know if you have more than one designation by looking in the upper left corner of the pin info box for a summary that shows number of records out of total records (e.g., 1 of 3).

We also encourage applicants to highlight any local community significance that may be associated with the property that may not necessarily be captured in the Neighborhood Revitalization Mapper.

<u>INELIGIBLE EXPENSES AND ACTIVITIES</u>

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 non-profit, non-capital projects (see page 5);
- **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).

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

<u>INTENT TO APPLY AND APPLICATION SUBMISSION, DEADLINES, CRITERIA</u>

Online Application Submission Process

The Maryland Heritage Areas Authority uses an online application process that begins with an **Intent to Apply form that is due no later than January 31, 2023. All applicants must submit an Intent to Apply form online**. 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 MHAA 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 on MHAA's Financial Incentives page: https://mht.maryland.gov/heritageareas_partners.shtml. 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 (log in via https://www.grantrequest.com/SID_1777/?SA=AM). 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.

Starting in FY24, the MHAA Capital and Non-Capital applications have been revised and are now shorter in length with fewer more condensed questions. Please see "FY2024 MHAA Step-by-Step Instructions for Completing the Application" that is located on the MHT website here: https://mht.maryland.gov/heritageareas_partners.shtml and provides guidance on how to respond to each question. If additional clarification is needed, please contact your heritage area director or the MHAA staff directly.

All online grant materials are available here: https://mht.maryland.gov/heritageareas_partners.shtml

For log on instructions, see the **Quick Start Guide** located here: https://mht.maryland.gov/documents/PDF/grants/Grants_MHAA_QuickStart.pdf

If you are unable to submit your application online, please contact MHAA staff to discuss alternative submissions methods.

Local Heritage Area Deadlines - FULL APPLICATIONS MUST BE SUBMITTED BY YOUR HERITAGE AREA'S LOCAL DEADLINE which is listed in Appendix C along with contact information for your local heritage area.

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 MHAA criteria.

Grant Terms and Conditions

All successful grantees will be required to enter into a grant agreement with MHAA. 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 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, or donated goods and/or services, 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, excluding state staff time which can be used as match
- Expenditures made before the award of the grant (July 13, 2023) 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
- Project-related expenditures supported by a non-state grant or loan fund
- Applicant organization and partner organization staff salaries <u>for work specifically on the project</u> (note- this can include state employee staff time)
- 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 used as match)

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.**

<u>GRANT SCHEDULE and REVIEW PROCESS</u>

Intent to Apply Form
- Due no later than **11:59 p.m.** on **January 31, 2023**

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 **March 1, 2023**.
- 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.

> ***Did you know?***
> The Maryland Historical Trust also has a separate grant program for Historic Preservation Capital and Non-Capital projects? For more information visit, https://mht.maryland.gov/grants.shtml

Local Review and Ranking
- All applications are first reviewed and ranked by the local heritage area grants panel.
- 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 starting in April 2023
- The Grants Review Panel recommendations are forwarded to the Maryland Heritage Areas Authority governing body for review and final action at their July 2023 meeting.

Grant Awards
- MHAA takes final action on grant awards on **July 13, 2023.**
- Applicants are notified by email.
- If awarded, the grant period begins **July 13, 2023** and project-related work can begin. Work that requires preservation easement, compliance, or archaeology 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 2024.
- Some applications may be selected for MHAA's "Reserve List" and will be considered for funding if and when additional FY 2024 funds become available.

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://bit.ly/mhaa-manual. The manual is subject to updates, so please make sure you have the most current version.

ATTACHMENTS

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, or other explanations as to how estimates were determined)
- **Resumes of key project personnel** (staff and consultants, if known). If you have not yet identified your partners or consultants for this project, please provide a description of the qualifications you will be seeking
- **Proof of Non-profit Status** (if applicable) (see **Appendix E**)
- **Organizational Documents** to include Bylaws, Articles of Incorporation, Constitution,

Charter
- **Capital Projects ONLY:**
  - **Photographs of any property/structure in PDF or Word format** (see **Appendix F**). Please note that any images not submitted in a PDF or Word format may not be reviewed as part of the application.
  - **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 and/or the Maryland Department of Education 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 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.

APPENDIX A - PROJECT SELECTION CRITERIA AND SAMPLE SCORE SHEET

Your application will be reviewed at both the State and local level. The **Sample Scoring Sheet** on the next page 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 Grants Review Panel, which consists of roughly 30 volunteers and state employees from across the state with a variety of backgrounds including grantmaking, tourism, natural resource management, museums, and heritage. Due to the large volume of applications at the state level, four 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.

** SEE SAMPLE SCORE SHEET ON NEXT PAGE **

FY24 MHAA GRANTS SAMPLE REVIEW PANEL SCORING SHEET

Applicant Organization:

_____

Project Name:

_____

Project Type: Non-Capital _____   Capital _____

MHAA Funds Requested: $_____

Reviewer Name: _____   Final Score: _____ /100

Project Information
1.   Do the project summary, timeline, and overall project description provide a feasible plan for the creation of a heritage tourism product? (0-10 points) _____

Budget
1.   Does the budget contain the necessary expenditures to complete the tasks outlined in the timeline? (0-10 points) _____

Project Impact
1.   Does the project have clear heritage tourism value? (0-20 points) _____

2.   Will the project build partnerships within the heritage area? (0-15 points) _____

3.   Will the project sustain or support the regional identity of the heritage area? (0-20 points) _____

4.   Are local priorities addresses? (0-5 Points) _____
        a.   For heritage area reviewers: Does this project address your heritage area's local priorities and/or initiatives?
        b.   For state Grants Review Panel: Does this project clearly support the needs of the Heritage Area?

5.   Does the project make a clear case as to why it must proceed at this time? (0-10 points) _____

6.   Does the project make provision for physical or programmatic access by individuals with disabilities? (0-5 points) _____

7.   Does this project address diverse or inclusive historical narratives? (0-5 points) _____

APPENDIX B - GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a contract called a grant agreement with MHAA, 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 MHAA agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to MHAA during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). You may also be required to submit a certification of expenses 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. You may also be required 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 a final certification of expenses as specified in the grant agreement, have been submitted to and accepted by MHAA.

* 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 should follow their normal procurement procedures and must be able to document that applicable procurement procedures were followed, if requested by MHAA.
    2) **Non-profits:** Non-profit grant recipients must utilize a procurement process that allows them to obtain project goods and services at reasonable and customary prices, and if requested by MHAA, must be able to document those 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 MHAA.
    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 MHAA, 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 MHAA 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 MHT 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 archaeological 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 MHT's comments, in order to ensure that the project avoids any adverse effects on significant historic and archaeological 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.

- Corporate Resolution - If a grant is awarded, non-profit organizations will be required to complete and 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.

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 MHAA, in amounts satisfactory to MHAA 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 MHAA. 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 MHT and shall direct the insurer to name MHAA as additional insured and loss payee, but without obligation on the part of MHAA 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 grant recipient or property owner is a government entity, insurance requirements may be satisfied through evidence of self-insurance acceptable to MHAA.

* 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 archaeological resources, and confers approval authority on MHT 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. MHT 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 MHT. Approval of the proposed work must be obtained before the MHAA funds are released. At its discretion, MHAA 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 MHT. The easement coverage will be on the land or such portion of the land acceptable to MHT and on the exterior and interior of the historic structures as MHT 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 MHAA 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. 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 MHT.

* Property Owner Consent and Site Control - The grant recipient must demonstrate that they have legal right to carry out the project. At the time of application the applicant will be asked to indicate that they are either the property owner or have notified the property owner of the proposed project and understand that the Maryland Historical Trust may require a letter from the property owner indicating consent to the project should your project be selected for an award.

* Site Plan and Legal Description of Property – If conveyance of an easement is a condition of the MHAA 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 - Grant recipients 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
and
FY24 MHAA Capital and Non-Capital Grant Application Local Deadlines

County	Heritage Area	Contact Information	FY24 Application Deadline
Prince George's	Anacostia Trails Heritage Area	Mx. Meagan Baco Tel.: 301-887-0777 meagan@anacostiatrails.org www.anacostiatrails.org	Monday, March 6, 2023 11:59pm
Anne Arundel	Chesapeake Crossroads (formerly Four Rivers Heritage Area)	Dr. Carol Benson, Executive Director Tel.: 410-222-1805 Heritage_Area@aacounty.org https://chesapeakecrossroads.org/	Monday, March 6, 2023 11:59pm
Baltimore City	Baltimore National Heritage Area	Ms. Danielle Walter Davis, Grants Manager Tel.: 410-878-6411 dwalterdavis@baltimoreheritagearea.org www.explorebaltimore.org	Monday, March 6, 2023 11:59pm
Allegany	Canal Place Heritage Area	Ms. Deidra L. Ritchie, Executive Director Tel.: 301-724-3655 or 800-989-9394 deidra.ritchie@maryland.gov www.canalplace.org	Monday, March 6, 2023 11:59pm
Dorchester	Heart of Chesapeake Country Heritage Area	Ms. Holly Gilpin, Heritage Area Director Tel.: 410-228-1000 hgilpin@docogonet.com www.visitdorchester.org	Monday, March 6, 2023 11:59pm
Carroll, Frederick, Washington	Heart of the Civil War Heritage Area	Ms. Elizabeth Scott Shatto, Director Tel.: 240-285-6727 liz@heartofthecivilwar.org www.heartofthecivilwar.org Early Review Option: Upon receipt of the Intent to Apply (ITA), applicants will be assigned a local grant contact and provided with their contact information. Prior to the March 1 formal application online deadline, applicants are invited to share an advance copy with their contact for feedback by Monday, February 13th, 11:59 pm.	Wednesday, March 1, 2023, 11:59pm

Somerset, Wicomico, Worcester	Beach to Bay Heritage Area	Lisa Challenger, Interim Director Beach to Bay Heritage Area Berlin, MD 21811 Tel.: 443-783-3035 info@BeachesBaysWaterWays.org www.beachesbayswaterways.org	Monday, March 6, 2023 11:59pm
Harford and Cecil	Lower Susquehanna Heritage Greenway Heritage Area	Ms. Brigitte Carty, Executive Director Tel.: 410-457-2482 brigitte@upperbaytrails.com https://upperbaytrails.com/	Monday, March 6, 2023 11:59pm
Montgomery	Montgomery County Heritage Area	Ms. Sarah Rogers, Executive Director Tel.: 301-515-0753 Fax: 301-515-0193 director@heritagemontgomery.org www.heritagemontgomery.org	Monday, March 6, 2023 11:59pm
Garrett	Mountain Maryland Heritage Area	Kim Folk, Heritage Area Director Tel.: 301-387-5238 kim@garrettchamber.com www.garrettheritage.com	Wednesday, March 1, 2023, 11:59pm
Baltimore and Howard	Patapsco Valley Heritage Area	Mr. Aaron Shapiro, Executive Director 410-696-1328 director@patapsco.org www.patapsco.org	Monday, March 6, 2023 11:59pm
Calvert, Charles, St. Mary's	Southern Maryland Heritage Area	Ms. Lucille Walker, Executive Director Tel.: 301-274-4083 lwalker@tccsmd.org www.DestinationSouthernMaryland.com	Monday, March 6, 2023 11:59pm
Caroline, Kent, Queen Anne's, Talbot	Stories of the Chesapeake Heritage Area	Ms. Gail Owings Tel.: 410-778-1460 info@storiesofthechesapeake.org www.storiesofthechesapeake.org	Monday, March 6, 2023 11:59pm

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 or any proof of sources of match in the application. Include information on what the use of funds/activity is and the basis for the cost of the expense/activity.

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

Single one line-item budgets are discouraged. A breakdown of costs by multiple line items is preferred. If you are working with a contractor(s) and they give you one lump sum, please ask them to break it down.

** SEE SAMPLE BUDGET ON NEXT PAGE **

SAMPLE MHAA PROJECT 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 hrs. @ $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 hours @ $31.29 per hour		$5,026.00	$1,544.00	$6,570.00
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 hire Anonymous Associates to complete the exhibit development. Proposals with estimates have been attached to the application that 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 (the award letter is included in the application 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 letter of donation which is included in the application on the attachments page). 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 that are included in the application on the attachments page). Finally, we will be developing some prototypes of the various hands-on exhibit elements, for which Anonymous Associates is donating their time (the letter indicating the donation is included in the application on the attachments page).

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: http://independentsector.org/volunteer_time.

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 and ORGANIZATIONAL DOCUMENTS

Proof of non-profit 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: All applicants are required to submit these documents even if they have provided them in the past under prior MHT/MHAA grant applications.

<u>APPENDIX F – PHOTOGRAPH REQUIREMENTS</u>

Capital projects must submit a variety of **color photographs** (in PDF format or copied and pasted into Microsoft Word) which depict assorted overall views of the property/structure. It is also helpful for the reviewers for non-capital projects to submit images as well.

- Existing Structures
  - o Important interior elements
  - o Important exterior elements
  - o Areas of deterioration
  - o Images that show the entire structure
  - o Images that show the surroundings of the structure
- Land Acquisition/New Construction Projects
  - o Images that show the proposed location
  - o Images that show the surrounding area
- **Provide a written description of each photograph**
- **Photographs should be uploaded**
  - o Please include all photos in a single PDF or Word file, so it may be distributed to the grant review panel.
  - o 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 picture 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

If your project is selected for award and asked to complete a letter of consent, please use the sample text below to indicate the willingness of the property owner(s) to support the project and provide site control if the applicant organization is not the property owner. You do not need to do this at time of application, only if your project is selected for award and MHT requires it as a condition of your award.

February 1, 2023

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

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

Dear Ms. Hofstedt,

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 awarded, 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 award 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]
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 DEPARTMENT OF NATURAL RESOURCES
PROJECT INFORMATION FORM

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:
Prepared By:
Contact Phone:
Contact E-Mail:
Review Due:

Project Description:

General Site Conditions:

Project Considerations:

Detailed Instructions for Submitting Projects for DNR Internal Review

Internal Project Review - Project Information Form: Applicants should fill out the highlighted areas on the Maryland Department of Natural Resources (DNR) application as indicated; DNR Project Information Form (PIF). The top part is information we need for the DNR electronic database.

Project Description: This is the "who, what, where, when, why, and how" of the project. It should include information such as: How long the project will last? Where is the project located? How are you proposing to access the site, and how often? Who will be involved? Are there environmental impacts? Is the project temporary or permanent? Is a public right-of- way or construction easement needed? And most importantly, why is the project needed?

General Site Conditions: Describe the existing physical features of the site such as topography, soils, vegetation, drainage, etc. This will help our reviewers to get a "feel" for the site and surrounding area as well as locate it on our own mapping system in order to document land use changes. If there are known sensitive environmental areas (e.g. wetlands, floodplain, streams, creeks, rivers, etc.), please let us know on the form. Is the project site on (or eligible for) the National Register of Historic Places? Etc.

Project Considerations: Include anything else that a reviewer might need to know: 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 (contractor), and if so, who is it? Is this project mandated (i.e. a consent order or other legal requirement to complete the project)?

Location Map or Vicinity Map: This should be a map of the general area or vicinity with some specific landmarks, such as major and minor roads and towns. It can be an ADC Map, a Google Map, a street map, with a circle on it, or map generated from a State GIS system such as MERLIN: http://dnrweb.dnr.state.md.us/MERLIN/. We need to know how to get to the site from locations outside of the immediate property boundaries. Some reviewers may not be familiar with every DNR property, so please include a complete street address with zip code on the map or PIF. If there is no street address, provide a note and give the address of a nearby location.

Site Plan: This is a plan view drawing of the project showing the specific project site. It is very helpful if it is drawn to scale. It should match what is written in the PIF 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. If infrastructure work is planned, please include specifications.

The project review process generally takes 30 to 60 days. If you have questions regarding this process, contact Shane Johnston, Project Review Gatekeeper, at 410-260-8387 or by email at: Shane.Johnston@maryland.gov.

Please submit all three documents to the appropriate manager of the Land Unit where the project will occur. Please carbon copy Shane Johnston at Shane.Johnston@maryland.gov**.**

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 Project Budget 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.

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[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.

☐ **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.

☐ **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 (unless it is state employee staff time) as your match.** This is prohibited.

☐ **CAPITAL PROJECTS** (Skip this section if you are applying for a non-capital grant only.)
  ☐ **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 usually does 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 Appendix H on page 26.
  ☐ **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?** Letters of support for the grant application are encouraged but are not a required submission. If you will be seeking letters from elected officials, partner organizations and/or community members, please plan ahead and allow sufficient advance request time.

Heritage Tourism
"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

Partnerships
Organizations, individuals, professionals, businesses, government agencies or any other entities that are working with your project in some capacity to help leverage and engage resources. Partnerships often bring common and uncommon partners together around a common, local vision and can assist with build organizational capacity.

Match
A matching contribution means money, or donated goods and/or services, that the applicant organization spends on the project that is equivalent to the grant funds awarded. Matching funds can be cash and in-kind services.

MHAA Heritage Tourism Products
Capital and non-capital projects that support planning, design, acquisition, development, preservation, restoration, interpretation, marketing, and programming activities in Certified Heritage Areas. Projects include those that are fully completed, as well as those that are one part of a multi-phased scope of work (e.g., plans, research, construction drawings, etc.) that contribute to the development of a product that will eventually be completed and have an impact on heritage tourism.

Maryland Heritage Areas Program
The Maryland Heritage Areas Program is a program of the State of Maryland that supports Maryland's communities by promoting economic development through heritage tourism in designated and certified heritage areas throughout the state. It provides financial assistance and technical support to organizations, to protect, preserve and enhance the natural, cultural and historical resources that make each area unique, and also to create visitor experiences that draw on each area's unique regional identity. The program functions through a working partnership of the state's heritage areas, their management entities, the Maryland Heritage Areas Authority, the Coalition of Heritage Areas, and program staff.

Maryland Heritage Areas Authority
The Maryland Heritage Areas Authority is an independent state entity within the Maryland Department of Planning that oversees the Maryland Heritage Areas Program and the Maryland Heritage Areas Financing Fund. It is composed of appointees from 7 State agencies and 10 individuals appointed by the Governor. It is staffed by the Maryland Historical Trust, the state's historic preservation office. The Maryland Heritage Areas Authority sets policy, awards grants and other financial assistance, certifies heritage areas, and ensures good stewardship of tax-payer funds.