

# FY 2026 Maryland Heritage Areas Authority (MHAA) Non-Capital Grant Application

## Introduction

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The Maryland Heritage Areas Authority (MHAA) is an independent unit of government in the Executive Branch of government that operates in the Maryland Department of Planning and is administered by the Maryland Historical Trust. The MHAA grant program, which is funded out of Program Open Space, is 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.

You must submit this application by 11:59pm on March 3, 2025. Please reach out to your local heritage area to discuss your project prior to this deadline. Contact information can be found [here](#).

Any question marked with a red asterisks (\*) must be completed before you can submit your application. Please refer to MHAA's "Fiscal Year 2026 Project Grant Guidelines for Applicants"[here](#) to learn more about the program. For step-by-step instructions on how to complete the application, please see "FY26 MHAA Instructions for Completing Project Grant Applications and Reviewer Criteria" [here](#). If you have any questions, please reach out to MHAA staff at [andrew.arvizu@maryland.gov](mailto:andrew.arvizu@maryland.gov) or [martha.waldron@maryland.gov](mailto:martha.waldron@maryland.gov).

## Overview

### Applicant Organization

#### Organization Name

#### Legal Name

This may be the same as your organization name but 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](#).

|                          |                     |                       |             |                 |
|--------------------------|---------------------|-----------------------|-------------|-----------------|
| <b>Organization Type</b> | <b>Tax ID / EIN</b> | <b>Street Address</b> | <b>City</b> | <b>Zip Code</b> |
|--------------------------|---------------------|-----------------------|-------------|-----------------|

#### State

- Select One -

#### Website Address (if applicable)

### Project Contact

## Primary Project Contact

This is the person who will manage the grant and serve as the primary project contact. They will receive all correspondence, notifications, and reminders regarding the grant.

**Prefix**                      **First Name**              **Last Name**

- Select One -

**Suffix**

<None>

**E-mail**              **Phone**

**Title**

**Street Address**              **City**              **Zip Code**

**State**

- Select One -

### Acknowledgement of Management and Administrative Capability

**Please check the box below to affirm that the organization and primary project contact have read the MHAA "Fiscal Year 2026 Project Grant Guidelines for Applicants" and can provide the administrative and managerial oversight needed to complete the proposed project.**

No

## Project Information

### Project Information (10 points)

#### Grant Project Title

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

#### Project Summary (250 Word Limit)

Please provide a short description that includes a list of the specific work and/or deliverables to be completed using the grant funds and match.

**Overall Project Description**

Please describe the overall project, including any consultants or contractors you plan on hiring, or past and future phases of work. Be sure to include any pre-planning and preparation work that has already been completed and, if applicable, how the project will be maintained long-term.

**Timeline / Schedule**

Please list the proposed timeline of the work to be funded by your grant and match. You can also include other phases (identified as outside the grant period) if applicable. Keep in mind that your project start date will be July 10, 2025 and your first payment will be released by or around January 2026.

**Budget Information****Project Budget (10 Points)****Grant Funds Requested**

The maximum amount you can request for an MHAA Non-Capital Grant project is \$50,000. The minimum is \$5,000. Round up to the nearest dollar. Enter numbers only, no commas or dollar signs.

**Required Match Amount**

You must provide a 1:1 match to the grant using any combination of cash and in-kind contributions.

Salaries and/or benefits of permanent or temporary staff of the applicant organization are considered ineligible grant expenses, but staff time working on the grant-funded project can be used as match.

You may not use other sources of state funds to fulfill your match requirement, with the exception of staff time for state employees which can be used as match.

All grant and match funds must be spent within the term of the grant (July 10, 2025 - Project End Date).

**Upload Your Budget Here**

Please use the following template:

[https://mht.maryland.gov/Documents/grants/Grants\\_MHAA\\_BudgetDetail.xlsx](https://mht.maryland.gov/Documents/grants/Grants_MHAA_BudgetDetail.xlsx)

To upload, click "choose file" and select your completed Excel Project Budget Form. Then, click "upload."

**Anticipated Other Project Costs (NOT STATE FUNDS)**

If the total project is expected to cost more than the total grant request and required match combined, those additional costs are considered Other Project Costs and should be included in your project budget. If your Other Project Costs are state funds, please do not include them here, instead provide a written description of them in the Additional Budget Information section below.

**Total Project Cost**

This amount should match exactly the amount listed in your Excel Project Budget.

0.00

**Source of Match**

If you know the source(s) of your match funds (other state funds are not eligible, except state staff time can be used as in-kind match) please list them here. If they are still to be identified, please provide any details you can about potential match sources. Proof of match is NOT required at time of application.

**Additional Budget Information**

Please provide any additional details about your proposed budget, such as quotes for work. Please explain how budgeted expenses were determined. Additional budget information can be uploaded below.

**Supporting Budget Documents:**

Click "choose file" and select your supporting budget documents in PDF format. Then, click "upload." Only one document can be uploaded here. If you have more than one document, use the Attachments tab to upload additional documents.

To learn more about project budgets, including in-kind contributions and Other Project Costs please refer to MHAA's "Fiscal Year 2026 Project Grant Guidelines for Applicants."

**Project Impact**

**Project Impact (80 points)**

To explain the potential impact of this project, please explain how your work pertains to MHAA's three program goals:

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

**How will this project result in increased heritage tourism? (23 points)**

Please explain how this project will create a heritage tourism product and how it will be made available to the public. What qualitative or quantitative ways the project will contribute to increased heritage tourism? (i.e. visitation, number of items produced, creation of new interests or investments, contribution to a body of knowledge, promotion of heritage, etc.).

**How will this project build partnerships within your heritage area? (15 points)**

List and/or describe any partners that will be working with you and how they will be contributing to the project. Consider, for example, how this project will engage partners and leverage resources, how it will bring common and uncommon partners together around a shared, local vision or how it may help partners build organizational capacity. Partners might include other non-profits, your local heritage area, and members of your community.

**How will this project sustain regional identity or showcase your local heritage area's distinctive cultural, historical, and natural assets? (20 points)**

Please describe how your project will support place-based experiences, historic/cultural/natural resources, and/or traditions. You should explain how your project supports local heritage-related priorities, interpretive themes, and/or goals that have been identified by the community and/or your heritage area’s planning documents. You may cite specific sections of your local heritage area’s planning documents, but it is not required. Planning documents include Management Plans, or any other subsequent planning documents created by the Certified Heritage Area, such as their Five-Year Action Plan or Strategic Plan. For more information, please contact your local heritage area director listed [here](#).

**Does your project highlight an aspect of Maryland’s involvement in America’s 250th anniversary? If so, please explain how. (2 points – PRIORITY FUNDING AREA OF INTEREST)**

MHAA has designated America’s 250th anniversary (2026) as a priority funding area of interest for the FY26 grant round. This is done in support of the Maryland 250 Commission’s “... charge to create the most inclusive commemoration in state history ... that recognizes all Marylanders’ journeys toward life, liberty, and the pursuit of happiness.” Any capital and non-capital projects submitted for consideration that highlight an aspect of Maryland’s involvement in America’s 250 anniversary are eligible to receive 2 additional points during the grant review process. If your project meets these qualifications, please provide a brief explanation. We are particularly interested to know how your project supports one or more of the following aspects of the Maryland 250 Commission EXECUTIVE ORDER 01.01.2024.29:

- Acknowledge that the confiscation of Indigenous land and displacement of Indigenous people is central to the United States' origin story and recognize the persistence and contributions of these communities today.
- Honor the legacy of both free and enslaved African Americans in the making of Maryland and the nation, whose untold stories of heroism and perseverance are critical to the understanding of our shared past and present.
- Support the identification and enhancement of cultural assets that tell the story of who we are as Marylanders and promote place-based visitor experiences for residents and visitors alike.
- Engage youth, new Americans, and lifelong learners in programs designed to encourage the search for meaning behind America and deepen engagement in civic life.

**How does your project address diverse or inclusive historical narratives? (5 points)**

**What provisions exist or will be made for physical or programmatic access by individuals with disabilities? (5 points)**

**Why does this project need to proceed at this time? What will happen if this grant is not awarded or only partially funded? (10 points)**

**Supplemental Documents**

**People Working on the Project**

Use this section to list the people, including the primary project contact, who are actively working on your project, such as staff members, board members, volunteers, partners, and consultants. Include the name, title, company and/or organization name and the role they will play in your project. If you

have not yet identified your partners or consultants for this project, please attach a description of the qualifications that you will be looking for below.

**Attachment**

Please upload the resumes/CVs or bios of staff and board members, volunteers, partners and consultants who will be working on the project here, including anyone who will be assisting with the administration or management of the project. Only one document can be uploaded here. If you have more than one document, please use the Attachments tab to upload additional documents.

**Optional Letters of Support**

Letters of support can come from potential partners, local and state elected officials, or anyone else that you feel is an appropriate advocate for your project. Letters of support are encouraged but not required. Only one document can be uploaded here. If you have more than one document, please use the Attachments tab to upload additional documents.

**Organizational Documents Required for Non-Profits:**

Please provide your Articles of Incorporation, Bylaws, and Proof of Non-Profit Status. If you are a government agency, you may skip this step. All Non-Profit Applicants are required to submit these documents. Only one document can be uploaded here. If you have more than one document, please use the Attachments tab to upload additional documents.

**Attachment**

**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 on the MHAA Guidelines and Resources webpage [here](#). Only one document can be uploaded here. If you have more than one document, please use the Attachments tab to upload additional documents.

**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. Only one document can be uploaded here. If you have more than one document, please use the Attachments tab to upload additional documents.

**Archaeological Requirements**

**Applicants proposing archaeological work will need to align their project with MHT’s archaeological guidelines, which can be found [here](#).** If you plan to perform archaeology as part of your project, please check the box below to indicate that you have read and agree to follow MHT’s archaeological guidelines.

**Archaeology Requirements Consent**

No

**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 and Title of Legally Authorized Submitter**

This must be someone legally authorized to sign for your organization. For example: John Smith, Executive Director