FY 2024 MHAA Capital Grant Application

Introduction

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You must submit this application by 11:59 p.m. on your local heritage area's deadline, **shown here.**

Any question marked with a red asterisks (*) must be completed before you can submit your application.

Please refer to MHAA's FY24 Grant Guidelines **here,** to learn more about the program.

If you have any questions about the application, please reach out to MHAA staff at andrew.arvizu@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.

Organization Type   **Tax ID / EIN**   **Street Address**   **City**   **Zip Code**

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 -

Management and Administrative Capability

Please check the box below to affirm that the organization and primary project contact are capable of providing 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.

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 13, 2023 and your first payment will be released after January 2024.

Budget Information

Project Budget (10 Points)

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. Enter numbers only, no commas or dollar signs.

Please upload your project budget, using the following template.

https://mht.maryland.gov/documents/Word/Grants_MHAA_BudgetDetail.xls

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 13, 2023 - Project End Date).

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.**

To learn more about project budgets, check page XX of the Grant Guidelines, here.

Upload your Budget Here
Click "choose file'" and select your completed Excel Project Budget Form. Then, click "upload."

Additional Budget Information
Please provide any additional details about your proposed budget, such as quotes for work and sources of match. For capital work, estimates from contractors are preferred, but if applicants are unable to provide official estimates, please explain how budgeted expenses were determined. Additional budget information can be uploaded below.

Upload Supporting Budget Documents Here
Click "choose file'" and select your supporting budget documents in PDF format. Then, click "upload."

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? (20 points)
Consider, for example, sharing how many tourists you expect to engage, how you will market and/or distribute this project, and what amenities this project can offer various audiences.

How will this project build partnerships within your heritage area? (15 points)
Consider, for example, how does your project engage partners and leverage resources, how does your project bring common and uncommon partners together around a common, local vision or how do project partners help build organizational capacity?

How will this project sustain regional identity or showcase your heritage area's distinctive cultural, historical, and natural assets? (25 points)
You are encouraged to cite specific sections of your local heritage area's planning documents including their designated interpretive themes. Five of the 25 points that can be awarded to this question will be used to determine if the project aligns with local heritage area initiatives. For more information, please contact your local heritage area director listed in the FY24 MHAA Grant Guidelines here.

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? (10 points)

Property Information

Property Information

Property Name and Address

Supplemental Property Information
Please share any additional information about the property, such as historical or community significance, or 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).

Property Owner Consent

Please check this box if you own the property where this project will take place or if you have notified the property owner of your 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.
No

Supplemental Documents

People Working on the Project

Use this section to list the people, including the primary project contact, who are 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 plan 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 asssiting with the administration or management of the project.

Letters of Support

Please provide any letters of support for your project.
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.

Organizational Documents:

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.

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 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.

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