



# MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

## PROJECT GRANT GUIDELINES (Capital and Non-Capital Projects) Fiscal Year 2019



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## MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANT INSTRUCTIONS

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## **INTRODUCTION**

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

**You will find an applicant checklist on Page 25 to assist you in completing your application.**

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

## **DISCLAIMERS**

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

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

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

## **ELIGIBLE APPLICANTS**

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

## **ELIGIBLE EXPENSES AND ACTIVITIES**

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

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

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

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

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

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

**The following types of activities are eligible to receive Project Grant funding in Fiscal Year 2019:**

### **NON-CAPITAL PROJECTS** \$5,000 - \$50,000

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

#### Examples of Non-Capital Project Types

##### Planning

- Feasibility and Planning Studies
- Research
- Other planning activities that support the Certified Heritage Area

##### Interpretation

- Interpretive Exhibits
- Interpretive Signage
- Interpretive Websites
- Wayfinding Signage – Pedestrian only
- Interpretive Brochures
- Educational Programs and Materials
- Other interpretive activities

## Programming

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

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Seminars</li> <li>• Conferences</li> <li>• Performances</li> </ul> | <ul style="list-style-type: none"> <li>• Reenactments</li> <li>• Commemorations</li> <li>• Festivals</li> </ul> |
|---|---|

## CAPITAL PROJECTS / TARGETED INVESTMENT PROJECTS

\$5,000 - \$100,000

**All capital projects must meet the Targeted Investment Project criteria (see below).**

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

### Examples of Capital Project Types

Acquisition*	Development	Rehabilitation	Restoration	Pre-Development
<ul style="list-style-type: none"> <li>• Fee title of real property</li> <li>• Interest other than fee title (i.e. easement) of real property</li> </ul>	<ul style="list-style-type: none"> <li>• Repair or alteration of an existing building, structure, or site**</li> <li>• New Construction for heritage tourism purposes***</li> <li>• Trail Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Returning a property to a state of utility**</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately depicting a property as it appeared at a particular period of time</li> <li>• Removal of features from another time period</li> <li>• Reconstruction of missing features from the restoration period</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and specifications</li> <li>• Fees for architectural design and engineering</li> </ul>

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

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

\*\*\*Must have exceptionally significant heritage tourism impact.

#### *Did You Know?*

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

## Targeted Investment Projects

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

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

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

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

Applicants planning to apply for capital grant funding should review the full Targeted Investment Policy, available at

[http://mht.maryland.gov/documents/PDF/MHAA\\_policy\\_TargetedInvestment.pdf](http://mht.maryland.gov/documents/PDF/MHAA_policy_TargetedInvestment.pdf).

## Special Conditions for Capital Grants

- The Authority may require conveyance of a perpetual historic preservation easement to the Maryland Historical Trust (“the Trust”) on historic properties 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 <http://www.nps.gov/tps/standards.htm>).
- All capital project grantees are also subject to review by the Maryland Historical Trust Project Review and Compliance Unit to ensure compliance with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article – see <http://mht.maryland.gov/projectreview.shtml>).

## **INELIGIBLE EXPENSES AND ACTIVITIES**

**Project grant funds may not be used to pay for the following:**

- **overhead expenses** of the project applicant organization;
- **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 (cash match if it is the applicant organization’s staff time, or in-kind match if it is a partner organization’s staff time); or
- **marketing expenses** (marketing expenses are eligible as match).

***Did you know?***  
Grant funds may be used to pay for **consultant services** necessary to accomplish activities funded by the grant.

## **PROJECT SELECTION CRITERIA**

See **Appendix A** for the list of criteria that are considered when applications are reviewed. Please note that the local heritage area also reviews the grants, and may also use local criteria in addition to the Authority criteria.

## **APPLICATION SUBMISSION AND DEADLINES**

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

All applicants must submit an Intent to Apply form online no later than **January 26, 2018**. The submission of an Intent to Apply form does not in any way commit the applicant to a full application. It is simply a way for both the Authority and the local heritage area to assess the demand, and work with applicants to craft a strong application. The specifics of your application can change between the Intent to Apply form submission and the full application submission. The link to start a new MHAA Intent to Apply form can be found here: <https://mht.maryland.gov/grants.shtml>.

Once you have submitted your Intent to Apply form, you will see a link to the Full Application on your “My Account” page ([https://www.grantrequest.com/SID\\_1777/?SA=AM](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.

### **FULL APPLICATIONS MUST BE SUBMITTED BY YOUR HERITAGE AREA’S DEADLINE.**

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

**Multi-Heritage Area Project Grants ONLY:** Projects that will occur within two or more Certified Heritage Areas must submit their full application online no later than **February 23, 2018**. If you are considering submitted a multi-heritage area grant, you must discuss your project with the heritage area directors in every heritage area where the project will take place. Failure to work with the local heritage areas will result in a project that is not competitive.

## **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 grants must be matched in an amount at least equal to the grant (dollar-for-dollar match). The match must consist of a **cash contribution/match equal to at least 75 PERCENT of the grant amount requested from the Authority**. **No more than 25 PERCENT of the required match can be in-kind contributions.**

### **Ineligible Match:**

- State of Maryland funds or State staff time

- Expenditures made before the award of the grant or after the project completion date
- Expenditures that do not relate to the grant project
- Expenditures that have not been approved either in the grant agreement or an amendment letter

#### Examples of Cash Match:

- Cash expenditures
- Expenditures supported by a non-state grant or loan fund
- Applicant organization staff salaries for work specifically on the project (non-state staff only)

#### Examples of In-Kind Match:

- Volunteer time for work on the project (see [http://independentsector.org/volunteer\\_time](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 design services))
- Donated materials/supplies
- Discounted Services (the amount that is discounted is in-kind match)
- Staff salaries for work specifically on the project from partner organizations (non-state staff only)

#### *Did you know?*

If the primary source(s) of matching funds will not be in-hand or committed by the deadline, grant applicants may submit documentation of an alternate source of match that can be utilized in the event the primary source of match falls through.

#### Documentation of Match

Applicants are strongly encouraged to have all required matching funds in-hand, or firmly committed at the time of application. Your application will receive a higher score if you can document your match prior to June 1, 2018.

**If awarded a grant, you must provide documentation that your matching funds are in hand or fully committed no later than September 30, 2018. Failure to do so will result in forfeit of the grant award.**

Acceptable documentation of match can include:

- Financial or Bank Statement from applicant organization with letter committing those funds
- Letter of commitment from 3<sup>rd</sup>-party donor of money, in-kind services or staff time
- Award letter or grant agreement for a non-state grant that will be used as match
- Approved budget from a non-state governmental agency documenting funds are budgeted for the project

**Questions regarding acceptable match and match documentation should be addressed to Authority staff.**



## **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. Review criteria used by the Authority and local Certified Heritage Area management entities take into consideration whether or not a grant project significantly leverages more funds than the required dollar-for-dollar match. **Applicants are not required to provide documentation for Other Project Costs. State funds should not be included.**

## **GRANT TERMS AND CONDITIONS**

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

## **GRANT SCHEDULE**

### **Intent to Apply Form –**

- Due no later than **11:59 p.m. on January 26, 2018**

### **Full Application –**

- Full applications must be submitted online no later than **your local heritage area’s deadline date** (See **Appendix C**).
  - Note – Multi-Heritage Area projects must submit by **February 23, 2018**.
- 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.

### **TAC Review and Ranking –**

- Complete applications are reviewed and ranked by the Authority’s Technical Advisory Committee.
- The Technical Advisory Committee recommendations are forwarded to the Authority for review and final action at their July meeting.

### **Grant Awards –**

- The Authority takes final action on grant awards on **July 12, 2018**.
- Applicants are notified by email.
- If awarded, the grant period begins **July 12, 2018** and all project-related work can begin.

## **APPLICATION FORMAT**

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

Applicants will be required to submit the following supporting documents with their applications:

- A detailed **budget** (See **Appendix D** for sample budget)

- **Resumes of key project personnel** (staff and consultants, if known)
- **Proof of matching funds** (if available at time of application)
- **Proof of Nonprofit Status** (if applicable) (see **Appendix E**)
- **Organizational Documents** (if applicable) – Bylaws, Articles of Incorporation, Constitution, Charter (if not previously submitted)
- **Capital Projects ONLY:**
  - **Photographs of any property/structure** (see **Appendix F**)
  - **Property Owner Letter** – Site control and willingness to convey easement (see **Appendix G**)
  - **Map** showing location and boundaries of project
  - **Site Plans / Drawings**
  - **For real property acquisition ONLY – One Appraisal**
- **Letters of Support –**
  - **For Education projects** – A letter documenting the support of your local school district or the Maryland Department of Education is a requirement of grant applications for projects focusing on Pre-K – 12 education projects.
  - **For Projects on DNR Property** – Approval from the Department of Natural Resources to conduct the project (see **Appendix H** for procedure).
  - **For all other projects** - Letters of support for the grant application are strongly encouraged, but are not a required submission. Letters from elected officials, partner organizations and community members help to demonstrate the importance of, need for, and urgency of your project.

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

## **APPENDIX A - PROJECT SELECTION CRITERIA**

The following criteria will be considered by the Authority and the local heritage area management entity in reviewing grant proposals:

### **CONSISTENCY WITH HERITAGE AREA MANAGEMENT PLAN/FIVE YEAR PLAN/ANNUAL PLAN**

- Is the project consistent with the goals, objectives, strategies, standards, and actions outlined in the applicable Certified Heritage Area Management/Five Year/Annual plan?

### **TARGETED INVESTMENT CRITERIA – CAPITAL PROJECTS ONLY**

- Does the project contribute to fulfilling the priorities in the Certified Heritage Area Management plan, five-year plan and/or annual work plan; and
- Does the project leverage private or public investment in heritage tourism resources and facilitate economic development?
  - If not, the project is not eligible.
- Does the project meet one of the four additional criteria?
  - Overlaps with designated local, State or Federal areas;
  - Contributes to broad-based regional, state or federal initiative or activities supported by significant public investment;
  - Includes one or more key resources that are part of a larger concentration of related resources; or
  - Has a high potential to serve as a catalyst for additional investment in the next 10 years.
    - If not, the project is not eligible.

### **LOCAL HERITAGE AREA MANAGEMENT ENTITY RANKING**

#### **SIGNIFICANCE AND NEED**

- Does the project have clear heritage tourism value (e.g. visitor resources will be created or substantially improved, products will encourage visitation)?
- Will the project significantly contribute to fulfilling the goals of the Maryland Heritage Areas Program? (see [http://mht.maryland.gov/documents/PDF/MHAA/MHAA\\_StrategicPlan.pdf](http://mht.maryland.gov/documents/PDF/MHAA/MHAA_StrategicPlan.pdf))
- Does the project contribute to fulfilling the goals and objectives of the local heritage area?

#### **URGENCY**

- Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity?
- What are the drawbacks of delaying the project, e.g. will likely lead to loss of funds, critical personnel only available within short timeframe, or the event is tied to an anniversary date?

#### **PROJECT DESIGN**

- Are project objectives and the methods to accomplish those objectives clearly stated?
- Is the project ready to proceed?
- Is the proposed timeline realistic?

- Are the necessary steps included in the timeline?
- Can the objectives realistically be accomplished in the time period?

#### **BUDGET**

- Does the budget contain the necessary expenditures to accomplish the tasks outlined?
- Are the costs outlined in the project budget reasonable and customary given the goals of the project and for the services or products being obtained?
- Are the costs in the budget broken down in detail (e.g. rate X hours, # of items x cost per item)? **THE BUDGET SHOULD NOT BE A SINGLE LINE ITEM. You will get a higher score if your budget is detailed.**
- Are all items in the budget clearly related to the products, activities and work described in the Scope of Work?
- Does the project or its products significantly leverage local and/or private investment; is significantly more match leveraged than the required (required = dollar-for-dollar @ 75% cash, max.25% in-kind)?

#### **MATCH**

- Is the match firm and clearly documented or is some or the entire required match not in hand?
- Is the match at least 75% cash, and no more than 25% in-kind support?

#### **PROJECT MANAGEMENT / CAPACITY**

- Are project personnel appropriately qualified?
- Has the applicant received and successfully managed previous grants?
- Does the organization have the capacity to complete the project?

#### **DELIVERABLES AND IMPACT**

- Is it clear what the products/results of the project will be?
- What is the lifespan of the outcomes of the proposed project, and have all ongoing costs and maintenance been accounted for?
- Do the proposed activities increase the protection and enhancement of sites, structures, objects districts or landscapes which are deemed to be of historic, archaeological, cultural, natural or architectural significance?
- How will the success of the project be measured?

#### **PUBLIC BENEFIT**

- Does the project provide significant public benefit? (Public benefit – e.g. restoration of an unused building for heritage tourism use; preservation of a unique, publicly-accessible natural area; provision of heritage-related education benefits to a school system)
- If applicable, is the project site visitor-ready?
- Has the applicant considered provisions for physical or programmatic access for individuals with disabilities?
- Will the project be adequately marketed? Is the Destination Marketing Organization involved in the project?

## APPENDIX B - GRANT TERMS AND CONDITIONS

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

- Grant Term - All grant funds generally must be expended within no more than 24 months of the date the grant agreement is signed by all parties, unless the Grantor agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to the Grantor during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). The Grantee may also be required to submit supporting financial documentation with progress and final reports identifying project costs incurred to date.
- Grant Disbursements – Grant funds shall generally be disbursed in no more than three payments, or as specified in the Grant Agreement. Disbursement requests shall identify all costs incurred to date and include documentation of the expenditures and payments. The Grantee may also be required by the Grantor to submit vendor price quotes, bids, cost estimates, or other supporting financial documentation for anticipated future project costs. Final disbursement of grant funds will not be made until the project is completed and all reports and documentation of project expenditures specified in the grant agreement, including copies of invoices documenting actual expenditures and proof of invoice payment, have been submitted to and accepted by the Authority.
- Procurement Procedures - Grant recipients are expected to ensure that costs for goods and services obtained to carry out the project are reasonable and customary for the type of work performed and materials procured.
  - 1) **Government agencies:** Government grant recipients shall follow their normal procurement procedures, and must be able to document that applicable procurement procedures were followed, if requested by the Grantor.
  - 2) **Non-profits:** Non-profit grant recipients shall utilize a procurement process that allows them to obtain project goods and services at reasonable and customary prices, and if requested by the Grantor, must be able to document that expenditures are reasonable and customary.
    - a) Procurements greater than \$500 and less than \$10,000: Grant recipients are strongly encouraged to obtain written bids from two or more vendors for any goods and services for which costs are expected to be **greater than \$500 but not more than \$10,000**.
    - b) Procurements greater than \$10,000: If costs for any goods or services are expected to **exceed \$10,000** written bids from at least 3 vendors must be obtained. Grant recipients must be able to provide documentation that at least 3 written bids were obtained, if requested by the Grantor
  - 3) When bids are obtained, grant recipients are not required to select the lowest bid, but must be able to provide documentation on why a vendor other than the low bidder was selected and what criteria other than the most favorable bid price were considered.
  - 4) Sole-source procurement of goods and services should not be utilized unless there is a demonstrable and justifiable need and it can be demonstrated that competitive procurement is impractical because only one product or service vendor can meet specific project requirements. As with all procurements, expenditures must be

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

- Nondiscrimination - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- Acknowledgment - Grant recipients are required to provide appropriate acknowledgment of the Authority assistance for all projects in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity.
- Compliance Review - Recipients of funds for all capital projects (except those on which an easement has, or will be conveyed), and those non-capital projects that involve outdoor signage installation, archaeology or other ground disturbance will be subject to review by the Trust Project Review and Compliance Unit in compliance with *Sections 5A-325 and 5A-326 of the State Finance and Procurement Article* – see <http://mht.maryland.gov/projectreview.shtml>). Recipients shall obtain Maryland Historical Trust review of their preliminary concept plan or fifty percent design plan for the project to assess the project’s effects on historical and archeological resources, and may be required as a condition of the Maryland Heritage Areas Authority grant award to revise their plans as needed, based on the Trust’s comments, in order to ensure that the project avoids any adverse effects on significant historic and archeological properties.
- Compliance with Applicable Laws – Recipients of funds are responsible for complying with all federal, state, and local laws applicable to the project. This responsibility includes, but is not limited to, compliance with local zoning, building and public safety codes, review by local historic preservation commissions, and federal and state licensing, permitting and environmental requirements.

#### **CAPITAL PROJECT GRANT TERMS AND CONDITIONS**

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

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

the duration of all work funded by or included in the project. If the Grantee is a government entity, insurance requirements may be satisfied through evidence of self-insurance acceptable to the Authority.

- Perpetual Preservation Easement – A perpetual preservation easement **may** be required to be conveyed to the Maryland Historical Trust on historic properties assisted with Maryland Heritage Areas Authority funds. If an easement is already held on the assisted property, that easement may require modification. Generally, the easement must be executed between the property owner and the Trust, and approval of the proposed work given, before the Authority funds are released. At its discretion, the Authority may release a portion of the grant funds, but **in no case will all grant funds be released prior to execution of an easement**. The easement must be in form and substance acceptable to the Trust. The easement coverage will be on the land or such portion of the land acceptable to the Trust and on the exterior and interior of the historic structures as the Trust determines appropriate. An easement is a binding legal document that is recorded in the local land records. It affects the entire area under easement. It usually protects historic buildings, structures, and associated archeological resources, and confers approval authority on the Trust in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements must be maintained in good condition. Trust staff is available to offer technical preservation expertise to easement property owners on an as-needed basis.
- Title Certificate – If conveyance of an easement is a condition of the Authority grant award, recipients of funds for capital projects will be required to provide an attorney's Certificate of Title acceptable to the Maryland Historical Trust, certifying the owner's title to the real property on which the improvements are located, if conveyance of an easement is a condition of the Authority grant award. In addition, an update of the Certificate or commitment will be due after the recordation of the preservation easement, but prior to the disbursement of funds. The Certificate may contain only exceptions and encumbrances approved by the Trust.
- Property Owner Consent and Site Control - Grantee must demonstrate that they have legal right to carry out the project.
- Site Plan and Legal Description of Property – If conveyance of an easement is a condition of the Authority grant award, recipients of funds for capital projects will be required to provide a legal description of the property and a site plan that locates any structures with metes and bounds identified on the site plan.
- Minority Business Enterprise Requirement - Grantees receiving \$90,000 or more in grant funds must make a best effort to achieve a Minority Business Enterprise participation goal, prepare a Minority Business Enterprise participation plan, and report on MBE participation efforts as part of the reporting process.
- Secretary of the Interior's Standards – All work performed as a part of the grant project must be consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (<http://www.nps.gov/tps/standards.htm>).

## **APPENDIX C – HERITAGE AREA MANAGEMENT ENTITY CONTACT INFORMATION**

### **Anacostia Trails Heritage Area**

(Prince George's)  
Mr. Aaron Marcavitch, Executive Director  
Tel.: 301-887-0777  
[aaron@anacostiatrails.org](mailto:aaron@anacostiatrails.org)  
[www.anacostiatrails.org](http://www.anacostiatrails.org)  
**Deadline: March 7, 2018**

### **Annapolis, London Town, and South County Heritage Area (Four Rivers Heritage Area)**

(Anne Arundel)  
Dr. Carol Benson, Executive Director  
Tel.: 410-222-1805  
[Heritage\\_Area@aacounty.org](mailto:Heritage_Area@aacounty.org)  
[www.fourriversheritage.org](http://www.fourriversheritage.org)  
**Deadline: February 28, 2018**

### **Baltimore National Heritage Area**

(Baltimore City)  
Mr. Jeffrey P. Buchheit, Director  
Tel.: 410-878-6411  
[jbuchheit@baltimoreheritagearea.org](mailto:jbuchheit@baltimoreheritagearea.org)  
[www.explorebaltimore.org](http://www.explorebaltimore.org)  
**Deadline: February 28, 2018**

### **Canal Place Heritage Area**

(Allegany)  
Ms. Deidra L. Ritchie, Executive Director  
Tel.: 301-724-3655 or 800-989-9394  
[deidra.ritchie@maryland.gov](mailto:deidra.ritchie@maryland.gov)  
[www.canalplace.org](http://www.canalplace.org)  
**Deadline: March 14, 2018**

### **Heart of Chesapeake Country Heritage Area**

(Dorchester)  
Ms. Amanda Fenstermaker, Tourism Director  
Tel.: 410-228-1000 or 800-522-TOUR  
[amanda@tourdorchester.org](mailto:amanda@tourdorchester.org)  
[www.visitdorchester.org](http://www.visitdorchester.org)  
**Deadline: March 2, 2018**

### **Heart of the Civil War Heritage Area**

(Carroll, Frederick, Washington)  
Ms. Elizabeth Scott Shatto, Director  
Tel.: 301-644-4042  
[lshatto@fredco-md.net](mailto:lshatto@fredco-md.net)  
[www.heartofthecivilwar.org](http://www.heartofthecivilwar.org)  
**Optional Draft Deadline: February 9, 2018**  
**Deadline: March 1, 2018**

### **Lower Eastern Shore Heritage Area**

(Somerset, Wicomico, Worcester)  
Ms. Lisa Ludwig, Executive Director  
Tel.: 410-677-4706  
[Ludwig@lowershoreheritage.org](mailto:Ludwig@lowershoreheritage.org)  
[www.lowershoreheritage.org](http://www.lowershoreheritage.org)  
**Deadline: March 6, 2018**

### **Lower Susquehanna Heritage Greenway Heritage Area**

(Harford and Cecil)  
Ms. Mary Ann Lisanti, Executive Director  
Tel.: 410-457-2482  
[grants@upperbaytrails.com](mailto:grants@upperbaytrails.com)  
[www.hitourtrails.com](http://www.hitourtrails.com)  
**Deadline: March 1, 2018**

### **Montgomery County Heritage Area**

(Montgomery)  
Ms. Sarah Rogers, Executive Director  
Tel.: 301-515-0753  
Fax : 301-515-0193  
[director@heritagemontgomery.org](mailto:director@heritagemontgomery.org)  
[www.heritagemontgomery.org](http://www.heritagemontgomery.org)  
**Deadline: March 7, 2018**

### **Mountain Maryland Heritage Area**

(Garrett)  
Jen Durben, Heritage Area Director  
Tel.: 301-387-5238  
[jen@garrettchamber.com](mailto:jen@garrettchamber.com)  
[www.garrettheritage.com](http://www.garrettheritage.com)  
**Deadline: March 6, 2018**

### **Patapsco Valley Heritage Area**

(Baltimore and Howard)  
Ms. Lindsey Baker, Executive Director  
Tel.: 410-615-0425  
[info@patapsco.org](mailto:info@patapsco.org)  
[www.patapscoheritagegreenway.org](http://www.patapscoheritagegreenway.org)  
**Deadline: March 7, 2018**

### **Southern Maryland Heritage Area**

(Calvert, Charles, St. Mary's)  
Ms. Lucille Walker, Executive Director  
Tel.: 301-274-4083  
[walker@tccsmd.org](mailto:walker@tccsmd.org)  
[www.DestinationSouthernMaryland.com](http://www.DestinationSouthernMaryland.com)  
**Deadline: March 9, 2018**

### **Stories of the Chesapeake Heritage Area**

(Caroline, Kent, Queen Anne's, Talbot)  
Ms. Gail Owings  
Tel.: 410-778-1460  
[info@storiesofthechesapeake.org](mailto:info@storiesofthechesapeake.org)  
[www.storiesofthechesapeake.org](http://www.storiesofthechesapeake.org)  
**Deadline: March 5, 2018**



## 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.

**1. Calculate the total cash needs of the project:**

Exhibit Design Consultant (\$110 / 200 hours)	\$22,000
Exhibit Fabrication and Installation Contractor (\$35/2,000 sq. ft.)	\$70,000
Brochure printing (20,000 brochures, \$.25 each)	<u>\$ 5,000</u>
<b>TOTAL CASH NEEDS:</b>	<b>\$97,000</b>

**2. Calculate the available in-kind match:**

Advisory Committee – 50 hours x 10 people x \$23.05/hour	\$11,525
Donated Exhibit construction materials (carpet, lumber, lighting)	\$ 7,000
Audio Visual equipment	\$ 4,525
Brochure Design – Flat Fee (donated)	<u>\$ 5,500</u>
<b>TOTAL IN-KIND CONTRIBUTION:</b>	<b>\$28,550</b>

**3. Add the total cash needs and available in-kind match together to find the total project cost:**

**Total Project Cost: \$97,000 + \$28,550 = \$125,550**

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Grant Funds Available -	\$50,000
75% Require Cash Required Match -	\$37,500
25% Allowed In-Kind Match -	<u>\$12,500</u>
<b>Total Grant Funds &amp; Require Match -</b>	<b>\$100,000</b>

**Total Other Project Costs (Over Match) \$ 25,550**

**Total Project Cost: \$100,000 + \$25,550 = \$125,550**

**4. Once a workable budget structure has been prepared, enter the line items on the budget spreadsheet:**

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

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

*\*See next page for Sample Budget\**

# SAMPLE Budget

## Anytown Historical Society - Exhibit Project

Work Item (Description)	Grant Funds Requested	Applicant Proposed Match		Other Project Costs	Total Project Cost
		Applicant Proposed Cash Match	Applicant Proposed In-Kind Match		
<b>CONTRACTORS</b>					
Exhibit Design Contractor (200 hours x \$110)	\$22,000				\$22,000
Exhibit Fabrication Contractor and Installation (\$35/2,000 sq. ft)	\$23,000	\$37,500		\$9,500	\$70,000
<b>BROCHURE</b>					
Brochure Design (Flat Fee – donated)			\$5,500		\$5,500
Brochure Printing (20,000 copies x \$.25)	\$5,000				\$5,000
<b>DONATED MATERIALS &amp; EQUIPMENT</b>					
Donated Exhibit construction materials (carpet \$2,000; lumber \$4,000; lighting \$1,000)			\$7,000		\$7,000
Audio Visual equip. (Televisions (2 x \$1,250 = \$2,500); sound system \$2,025)				\$4,525	\$4,525
<b>VOLUNTEER SUPPORT</b> (50 hours x 10 volunteers x \$23.05)				\$11,525	\$11,525
<b>TOTALS</b>	<b>\$50,000</b>	<b>\$37,500</b>	<b>\$12,500</b>	<b>\$25,550</b>	<b>\$125,550</b>
		<b>Total Match</b>	<b>\$50,000</b>		

## APPENDIX E – PROOF OF NON-PROFIT STATUS

### **Proof of nonprofit status (if applicable):**

If the Applicant is a non-profit organization, proof of non-profit status must be submitted. This should include:

- Articles of Incorporation\*
- By-laws\*
- Internal Revenue Service 501(c)3 approval letter (if applicable)

\*Some organizations may have a constitution or charter instead.

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

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

## **APPENDIX F – PHOTOGRAPH REQUIREMENTS**

Capital projects must submit at least **ten (10) color photographs** which depict assorted overall views of the property/structure.

- Existing Structures -
  - Important interior elements
  - Important exterior elements
  - Areas of deterioration
  - Images that show the entire structure
  - Images that show the surroundings of the structure
- Land Acquisition/New Construction Projects –
  - Images that show the proposed location
  - Images that show the surrounding area
- **Provide a written description of each photograph**
- **Digital photographs should be uploaded:**
  - **TIFF** or high resolution **JPEG** formats
  - Name each file with property name and descriptor
    - Good = *BrownHouseFaçade1.tif*
    - Bad = *PIC001.tif*
  - Submit a Word® readable text file listing the images
    - File Name
    - Name of structure or project
    - Name of photographer
    - Date Taken
    - Brief Description
      - Brown House façade 1.tif – Brown House by John Smith, 12/3/16, Front façade of the Brown House showing decay of window sashes

\*Please note that our online system limits you to 25MB of uploaded files. If you have larger files (particularly PDFs) you should try and compress them; if you are unable to upload all your files, you can email them to [mht.grants@maryland.gov](mailto:mht.grants@maryland.gov) and we will add them to your application manually.

## **APPENDIX G – PROPERTY OWNER CONSENT AND WILLINGNESS TO CONVEY AN EASEMENT**

- Using the sample text provided on the following page, attach a letter indicating the willingness of the property owner(s) to support the project and, if required, to convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement or a preservation agreement on the project property, if required.
- **Owner commitment to a perpetual preservation easement or preservation/maintenance agreement, if required by the Authority, is required for the project to be eligible for a Grant. Failure to submit the required letter containing the specified language may result in your application being ineligible for funding.**
- If a project is selected for funding, the Trust will determine whether an easement or preservation agreement is required and will inform the grantee of the requirement. The easement / agreement is executed between the owner of the property and the Trust and must be completed before the final disbursement of funds is released.
- A perpetual preservation easement is a binding legal document that is recorded in the local land records for a particular property. It covers not just the buildings on that property, but the entire area of land that is included within the easement boundaries (this could include parking areas, gardens, etc.). The easement generally covers both the interior and exterior of all buildings on the property. The easement protects historic buildings, structures, associated archeological resources and viewsheds, and it confers approval authority to the Trust for any changes to the property.
- The easement imposes obligations upon the owner and a legal encumbrance/ lien upon the easement property. Once the easement is in place, the owner (and all subsequent owners, in perpetuity) must submit to the Trust for review and approval all proposed changes that go beyond routine or general maintenance. The easement also requires that land and improvements covered by an easement be maintained in good condition.
- A preservation agreement carries the same terms and obligations as an easement but applies only to properties which are not real property (i.e. ships). Since the subject property is not real property, the preservation agreement cannot be recorded in land records.
- Approximately 800 historic properties in Maryland are protected by easements or preservation agreements held by the Trust. The staff of the Trust is available to owners of easement properties to offer technical preservation expertise in the maintenance and upkeep of these historic resources.
- If the Trust already holds an easement on the property, you must still attach a letter confirming willingness to execute a modification to the existing deed of easement if one is necessary, as required by the Trust.
- Additional information about the Trust's easements may be found here: <http://mht.maryland.gov/easement.shtml>

**Johnnys town Historical Society  
P.O. Box 1  
Johnnys town, MD 00000**

March 1, 2017

Jennifer Ruffner  
Maryland Heritage Areas Program  
Maryland Historical Trust  
100 Community Place  
Crowns ville MD 21032

Dear Ms. Ruffner,

[The following paragraph MUST be included in the owner's correspondence:]

**As the owner(s) of the property for which a Maryland Heritage Areas Program Grant is being sought, I/we confirm my/our willingness to support the project and, if required, convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement on the property or enter into a preservation/maintenance agreement. I/we understand that my/our confirmation is a requirement of the Grant application and that the perpetual preservation easement or preservation/maintenance agreement imposes a financial obligation upon the property owner(s) and a legal encumbrance 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:**

- 1. Loan from Bank of Johnnys town, \$5,000**
- 2. Lease agreement with Johnnys town Toy Museum**

[The letter must be signed by the property owner or an authorized officer of the property owner organization.]

Sincerely,

**Johnny Q. Johns  
President, Board of Trustees  
Johnnys town 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](#).

### **MARYLAND PARK SERVICE PROJECT DESCRIPTION**

**Project Name:**

**Project Number:**

**Applicant Name:**

**Applicant Address:**

**Land Unit:**

**County:**

**Region:**

**Project Lead:**

**Project Type:** Project Review

**Customer Type:**

**Request Type:**

**Critical Area:**

**Master Plan?:**

**Date:**

**Prepared By:**

**Contact Phone:**

**Contact E-Mail:**

**Review Due:**

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**Project Description:**

**General Site Conditions:**

**Project Considerations:**

## MARYLAND PARK SERVICE PROJECT DESCRIPTION FORM INSTRUCTIONS

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

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

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

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

### Location Map or Vicinity Map

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

### Site Plan

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

**Submit all three documents to Shane Johnston at [Shane.Johnston@maryland.gov](mailto: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.<sup>1</sup> 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<sup>2</sup>: <https://mht.maryland.gov/secure/medusa/>
- 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 mixing capital and non-capital expenditures?** If so, please submit two applications (one for the capital aspects and one for the non-capital aspects of your project), or decide which type of project you want to request funding for.
- Are you in “Good Standing” with SDAT?** This can be checked here: <http://dat.maryland.gov/Pages/default.aspx> ; you should also ensure that your resident agent and primary address are up to date.

### **CHECK YOUR BUDGET**

- Did you submit your budget on the required Excel spreadsheet form?** If not, please re-do the budget on the excel spreadsheet provided by MHAA.
- Is your budget saved as an Excel document?** If not, please submit it as an Excel document (not a PDF or Word document).
- Does your budget have sufficient detail?** There are almost no cases in which a single-line budget is sufficient. The budget should usually include multiple line items. Each line should include detail of where the amounts come from (breakdown of costs, reference to supporting documentation, etc.). If not, please re-do your budget.
- Are all aspects of the project you describe in your application also included in the budget?** If not, please include all aspects of the project in the budget.

### **MATCH DOCUMENTATION**

- Have you included the required 1-to-1 (75% cash / 25% in-kind) match in your project budget?** If not, please add that to the project budget.
- Is your match in-hand or committed?** You will receive additional points in the scoring of your application at the state level if your match is either in-hand or committed before June 1, 2018.

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<sup>1</sup> The majority of your project activities must take place within the boundaries of a heritage area.

<sup>2</sup> Under the “Other” tab, be sure to check the box for “Maryland Heritage Areas” in order to see the heritage area boundaries appear on the maps.

- Have you provided match documentation?** In order to receive points for having your match either in hand or committed by June 1, 2018, you must provide evidence of your sources of match by including the documents listed on page 8 of the MHAA FY 2019 Project Grant Guidelines as acceptable documentation for match.
- Make sure you are not using state funds (or state employees' time) as your match.** This is prohibited.
- Will you be able to document all of your match by September 30, 2018?** You must be able to do so in order to receive the grant funds, if awarded.
  
- CAPITAL PROJECTS** (Skip this section if you are applying for a non-capital grant only.)
  - Did you submit a property owner letter agreeing to convey an easement and giving permission to do the project on the property?** If not, please submit a letter in the format provided in the sample letter on page 22 of the MHAA FY 2019 Project Grant Guidelines.
  - If the request is for property acquisition, did you include at least one appraisal dated within the last 6 months?** If not, please obtain one, if not both, required appraisals in order for your application to be considered.
  - If your property has already conveyed an easement to the Maryland Historical Trust, 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](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 to an existing event?** MHAA will fund new events and expanded/enhanced events; MHAA will not fund longstanding annual events that have not been changed or expanded.
  
- SUPPORT DOCUMENTATION**
  - If the project takes place on DNR property, did you submit an approval letter from DNR (not just the local park or unit)?** If not, please submit an application for approval, as detailed in the MHAA FY 2019 Project Grant Guidelines on page 23 of the MHAA FY 2019 Project Grant Guidelines.
  - If the project is an education project, did you submit a letter from either their local school district, or the Maryland State Department of Education?** If not, please request such a letter.

**Have you included and/or requested letters of support?** While not a requirement, this is strongly recommended, so you may want to identify partners who can write letters.