



PRESERVATION MARYLAND

2018 Heritage Fund Guidelines and Procedures

The Preservation Maryland Heritage Fund provides direct assistance for the protection of endangered cultural resources and promotes innovative demonstration projects that can be successfully replicated to meet Maryland's historic preservation needs.

The Fund is intended to serve the needs of tangible cultural resources in Maryland that are not likely to be met through existing Preservation Maryland and Maryland Historical Trust programs. Along with historic sites, buildings, districts, and objects, projects benefiting archaeological resources are eligible for funding.

PROJECTS ELIGIBLE FOR FUNDING:

- Projects must be located in the state of Maryland
- Stabilization or acquisition of endangered historic properties
- Feasibility studies, architectural plans, structural assessments and historic structure reports
- Projects benefiting archaeological resources including curatorial services "Bricks and mortar" repairs and restoration
- Educational, research, and planning efforts related to resource preservation
- Organizational development for local preservation organizations – including but not limited to board and volunteer development, establishing strategic planning goals, membership development, marketing plans, fundraising activities and media relations. Collaborative projects are encouraged.
- Legal services engaged to protect endangered historic resources - including structures, sites, archaeological resources, or the creation or strengthening of a local preservation ordinance.

ELIGIBLE APPLICANTS:

Nonprofit organizations and local jurisdictions are eligible to apply.

FUNDING AVAILABLE FOR FY2017:

The minimum grant is \$1,000 and the maximum grant is \$10,000.

CRITERIA FOR GRANT AWARDS:

The following criteria will be used by the Selection Committee to evaluate and select projects for funding, on a competitive basis, that meet the purposes and priorities of the Fund:

- Relative historical and cultural significance of the resource(s)
- Urgency of the need for financial assistance
- Provision for long-term resource preservation
- Administrative capability of the applicant
- Extent to which the project stimulates or promotes other preservation activities
- Educational value of the project
- Demonstrative and innovative value of the project
- Extent to which the project leverages other sources of financial assistance
- Readiness of the applicant to initiate and complete the project

- Extent to which the project contributes to the equitable geographic distribution of Heritage Fund money across the State

APPLICATION PROCEDURE:

- Interested parties should contact Preservation Maryland to discuss the proposed project before submitting an application.
- Review the questions on the application form. We encourage you to craft your long-form answers into a separate document before beginning and copy and paste them into the form.
- Gather all required supplementary materials in a digital format. There is a total file size limit of 20MB for all attachments submitted on the application form. Resize items to meet this requirement.
- Complete the online application form under the Guidelines & Application tab on the Preservation Maryland website at: presmd.org/hf
- Attach supplementary material to the online application. Upon receipt of a completed application, staff will conduct a review and determine if any additional information is needed.
- Application deadlines for 2018 are March 16 and September 14, 2018.

REQUIRED SUPPLEMENTARY MATERIALS:

- Organization's latest financial statement or audit
- At least one letter of support or endorsement from a local elected official
- IRS determination letter of tax-exempt status
- At least two representative photographs of the project
- Any relevant plans, estimates or proposals from contractors or consultants
- Project budget including all project expenses and currently in-hand or pledged funding
- If the nominator and property owner are different, a letter of support from the property owner

GRANT TERMS:

- Funds will be disbursed on a reimbursable basis.
- When relevant, all work must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- A cash or in-kind match of at least 10% is required.
- Any materials or publicity produced in relation to the project must include the following citation: "Funding for this project was provided in part by Preservation Maryland and the Maryland Historical Trust." Copies of the materials should be submitted to Preservation Maryland.
- Grant award recipients may apply for same project/site one year after award date.
- Projects must be completed within one year of grant approval.
- Award recipients must submit a brief recap of their project and at least two photos of completed bricks and mortar projects or alternate forms of documentation for other projects.

CONTACT INFORMATION:

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The Preservation Maryland Heritage Fund is a joint project sponsored by Preservation Maryland and the Maryland Historical Trust