



PRESERVATION MARYLAND

2021 Heritage Fund Application Question Preview (All applications must be completed using the online form)

This document is to give you a full listing of all the information you will need to have to successfully complete the Heritage Fund application, including required supplementary documents. Please pay careful attention to word limits as they form will not permit additional words.

On the last page of the form, you will be asked to upload your supplementary materials. These must include two high resolution pictures of the property (Submitted images may be used by Preservation Maryland for use in online and printed promotion of the Heritage Fund.)

You will receive an email confirmation when your application has been processed. If you have questions about the application process, email Jessica Feldt, Preservation Initiatives Manager at jfeldt@presmd.org.

APPLICANT:

Organization Name

Contact Person

Address

Phone Number

Contact Person Email Address

Organization Website (*an organizational website or a link to the organization's Facebook page*)

PROJECT ADDRESS:

Project Name

Property Name

Address

If this project involves repairs to or plans for a building, what is the square footage of the structure?

PROPERTY OWNER INFORMATION:

If the property owner is not the same as the nominator, please provide a letter of support from the property owner in the supplementary materials section on the final page of the grant.

Property Owner Name

Address

Phone Number

Email Address

ORGANIZATIONAL INFORMATION:

When was your organization founded?

Is the organization exempt under Section 501(c)(3) of the Internal Revenue Code, a municipal corporation or otherwise tax exempt?

Describe your organization, including its experience in historic preservation. (*300 word limit*)

HISTORIC SIGNIFICANCE:

Please describe the historic significance of the historic or archaeological site, building, district, or object that will be affected by this project. (*300 word limit*)

Is the property: (*check boxes*)

- A National Historic Landmark
- Listed on the National Register of Historic Places
- A contributing structure to a National Register Historic District

- Listed in the Maryland Inventory of Historic Places
- A designated local landmark
- Located in a local historic district or
- Subject to an easement held by the Maryland Historical Trust?

PROJECT DESCRIPTION:

All questions in this section have a 300 word limit

What activities would the grant support?

How does the project fulfill the criteria outlined in the guidelines for this program? Please reference specific criteria.

Who will perform the work described above, and what are their qualifications?

What is the schedule for the project?

What products and reports will result from the project?

PROJECT BUDGET:

Amount of grant request (*\$10,000 maximum*)

Total budget of the project

What sources will provide the balance of funds needed for the completion of the project? Please specify sources, amounts and whether the funds are currently in-hand or pledged. A 10% cash or in-kind match is required. Your grant request amount combined with your other funding sources should be equal to or greater than the total budget for the project.

REQUIRED SUPPLEMENTARY MATERIAL:

The total size of all attachments may not exceed 20MB. Please resize your attachments to accommodate this limit.

- IRS determination letter of tax-exempt status
- 2-3 representative photographs of the project
- Organization's latest financial statement or audit
- One letter of support or endorsement from a local elected official
- Project budget including all project expenses and currently in-hand or pledged funding
- Any relevant plans, estimates or proposals from contractors or consultants
- If the nominator and property owner are different, a letter of support from the property owner

GRANT CONDITIONS:

All applicants must agree to the grant conditions. Grants are disbursed upon receipt of copies of billing and proof of payment for the approved project. Payment for reimbursement must be made by the grantee organization. Projects must be completed within one year of grant approval. When relevant, all work related to the project must comply with the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#). 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.