

Baltimore City Grant Program Application Questions

Applicant

This information will be the primary contact for all grant communication.

- Organization Name
- Contact Person
- Address
- Contact Person Email
- Phone Number
- Organization Website

Project Information

- Project Name
- Property Name
- Address

Property Owner Information

- Property Owner Name
- Address
- Phone Number
- Email

Organizational Information

- Is the organization exempt under Section 501(c)(3) of the Internal Revenue Code, a municipal corporation or otherwise tax exempt? (Y/N)
- Describe your organization including its experience in historic preservation. *300 word limit*

Historic and Cultural Significance

- Please describe the historic and cultural significance of the historic or archaeological site, building, district, or object that will be affected by this project. *300 word limit. Be succinct, but do not assume that the selection committee members are familiar with the property.*
- Is the Property: *(links to Medusa and CHAP provided)*
 - 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 Baltimore City landmark
 - Located in a designated Baltimore City historic district
 - Subject to an easement held by the Maryland Historical Trust

Project Description - Please answer each of the following questions in 300 words or less. Be succinct, but do not assume that the selection committee members are familiar with the property.

- What activities would the grant support? *If you are applying for bricks and mortar work, please include information about proposed work including proposed materials, the status of existing materials, and any relevant techniques.*
- How does the project fulfill the criteria outlined in the guidelines for this program?
- Who will perform the work described above, and what are their qualifications?

- What is the schedule for the project? *Grant funds must be expended three years from the date of the grant award letter and progress must be made within one year.*
- Estimated completion date
- What impact will this project have on its neighborhood?

Project Budget

- Amount of grant request
- Total project budget for the project (recommended minimum 10% match to grant request)
- What sources will provide the balance of funds needed for the completion of the project and what is the status of those funds?

Required Supplementary Materials

Please submit the following using this form:

- At least two digital photographs,
- IRS determination letter of tax-exempt status
- Applicant organization's most recent financial statement or audit,
- At least one letter of support from a neighborhood association, community organization, or elected official,
- Any plans, estimates, or proposals from contractors or consultants,
- Project budget.

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

If you do not select the grant conditions check box below before you hit submit, you may be required to re-load your attachments. Please contact Jessica Feldt, Preservation Initiatives Manager ([link to email](#)) with any questions.

Upload boxes for each item

If you have any notes about your attachments, please add them here.

Grant Conditions

- Projects must comply with all state and local planning requirements
- All capital projects must comply with Baltimore City Historic Preservation Design Guidelines, ([link provided](#))
- Recipients will receive an initial disbursement of 25% of the total grant award. Additional funds will be disbursed on a reimbursable basis.
- Demonstrated progress must be made on the project within 12 months and be completed within 3 years.
- Award recipients must submit a brief summary of their project and at least two photographs of completed capital projects.
- Submitted images may be used by Selection Committee organizations for use in online and printed outreach for the Baltimore City Historic Preservation Fund.

(check box) I, as a representative of my organization, agree to the conditions above.