**FY2024 Heritage Fund**

**Guidelines and Procedures**

SUMMARY

Established in 1994, the Heritage Fund is a cooperative effort of Preservation Maryland and the Maryland Historical Trust, which provides direct assistance for the protection of historical and cultural resources and promotes innovative demonstration projects that can be successfully replicated to meet Maryland’s historic preservation needs. Open once a year, the Heritage Fund is intended to serve the needs of tangible cultural resources located in Maryland that are not likely to be met through existing Preservation Maryland and Maryland Historical Trust programs.

ELIGIBLE APPLICANTS

The Heritage Fund is open to applications from:

* Non-profit organizations, and
* Units of local government

ELIGIBLE PROJECTS

The wide array of eligible projects fall into three general categories: education & research, planning & feasibility, and repair & rehabilitation.

Education & Research

Education & research projects typically support preservation education activities aimed at the public with particular interest in programs aimed at reaching new audiences. Funding will be provided to projects that employ innovative techniques and formats aimed at introducing new audiences to the preservation movement. Representative education & research projects include:

* Development and installation of historic markers and/or interpretive signage
* Production of brochures, visitor guides, and/or other outreach materials
* Heritage tourism related programs and materials
* Conferences, trainings, and/or educational material for preservation professionals
* Website and other media creation
* Creation of public exhibits or oral history programs

Planning & Feasibility

Planning & feasibility projects typically involve hiring a qualified consultant to complete necessary reports, studies, or plans to support a preservation project or initiative. Planning & feasibility projects can focus on an individual resource or collection or resources, or to provide organizational support for local preservation organizations. Representative planning & feasibility projects include:

* Feasibility studies, architectural plans, condition/structural assessments, and/or Historic Structures Reports
* Historic Contact Statements, Cultural Resource Surveys/Cultural Landscape Surveys, and local, state, and/or National Register nominations.
* Preservation plans, rehabilitation plans, and maintenance and emergency plans
* Design guidelines
* Organizational strategic plans, board and/or volunteer development

Repair & Rehabilitation

Repair & rehabilitation projects support the repair, restore, rehabilitate, preserve, or reconstruct historic resources, including structures, sites, landscapes, objects, and archaeological resources. Projects can also include legal services engaged to protect and/or acquire endangered resources. Representative repair & rehabilitation projects include:

* Capital projects like restoration work, structural repairs, restoration of missing elements, and remounting grave markers
* Legal services engaged to block demolitions, to designate resources, and/or to strengthen local preservation ordinances.

GRANT AWARDS

Grants range from the minimum award of $1,000 to the maximum award of $10,000. The majority of grant awards range between $2,000 and $6,000. Please note that this program may not be able to fully fund the grant amounts requested. The program requires that each applicant provides a cash or in-kind match of at least 10% of the total project cost. The Heritage Fund is a reimbursable grant program. Payments for reimbursement must be made by the grantee organization once the project is completed.

CRITERIA FOR GRANT AWARDS

Applications are evaluated by an independent selection committee with members appointed by both Preservation Maryland and the Maryland Historical Trust. A competitive grant, the selection committee evaluates and selects projects based on how successfully meet the purposes and priorities of the Fund. For more information about the criteria please see the FY2024 Heritage Fund Criteria and Scoring Rubric on the Grantmaking page.

APPLICATION PROCEDURE

Interested parties are strongly recommended to contact Preservation Maryland to discuss the proposed project **before** applying to ensure eligibility. Once ready to apply, the entire application process is online. Heritage Fund program information and the application portal can be accesses at <https://www.preservationmaryland.org/programs/heritage-fund-grants/>.

Please read and make sure to review all instructions and questions on the application form before beginning. We strongly encourage you to craft your long-form answers into a separate document before beginning and copy and paste them into the application form. In addition to the long-form answers, the application form also requires additional supplementary materials in digital format. Please make sure to submit those materials PDFs that do not exceed 10MB. For more information about the application form questions and required supplementary materials, please see the FY2024 Heritage Fund Application Question Preview on the Grantmaking page.

Application Timeline

Monday, September 4, 2023 2024 Application material available

Wednesday October 18, 2023 Information session (virtual webinar)

**Friday March 29, 2024** **Applications due by 5pm**

May 2024 Applicant notifications & acceptance of awards

APPLICANT RESPONSIBLITIES

Once awarded, grantees must:

1. Complete the Heritage Fund Grant Acceptance form (upon selection, our Program & Outreach Manager Christiana will email you documents and you will return via email.)
2. Submit a copy of your current W9
3. Complete your project within one-year of award date. As appropriate, all work must comply with the [Secretary of the Interior’s Standards for the Treatment of Historic Properties.](https://www.nps.gov/tps/standards.htm)
4. 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
5. Post a Heritage Fund identification sign at the project site and/or organizational headquarters. [image on the Grantmaking page]
6. Once completed submit an online disbursement request which includes a brief recap of the completed project with at least two photos, or alternative forms of documentation for other projects. Payment for reimbursement must be made by the grantee organization

QUESTIONS?

A free grant information session will take place on Wednesday, October 18, 2024. To register visit <https://bit.ly/HF_InfoSession>. This session will be recorded and made available on the Heritage Fund website

For further questions, contact Christiana Limniatis, Program & Outreach Manager at [climniatis@PresMD.org](mailto:climniatis@PresMD.org) or 410-685-2886 x. 302.

ABOUT PRESERVATION MARYLAND

Preservation Maryland is a non-profit harnessing the power of historic places by revitalizing and reinvesting in communities, advocating, and building the historic trades workforce for the benefit of all Marylanders.

ABOUT MARYLAND HISTORICAL TRUST

The Maryland Historical Trust is the state agency dedicated to preserving and interpreting the legacy of Maryland’s past. Through research, conservation and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage. Part of the Maryland Department of Planning, the Maryland Historical Trust serves as Maryland’s State Historic Preservation Office (SHPO) pursuant to the National Historic Preservation Act of 1966. In addition to its administrative office in Crownsville, the Maryland Historical Trust includes the Jefferson Patterson Park & Museum in St. Leonard, Maryland, which houses the Maryland Archaeological Conservation Laboratory.