



PRESERVATION MARYLAND

FY2025 Heritage Fund Guidelines and Procedures

SUMMARY

Established in 1996, the Heritage Fund is a cooperative effort of [Preservation Maryland](#) (PM) and the [Maryland Historical Trust](#) (MHT) 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 PM or MHT programs.

ELIGIBLE APPLICANTS

The Heritage Fund is open to applications from:

- Non-profit organizations (including religious institutions), and
- Units of local government

Private property owners are not eligible for the Heritage Fund.

ELIGIBLE PROJECTS

The wide array of eligible projects falls 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 Structure Reports

- Historic Context 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, restoration, rehabilitation, preservation, or reconstruction of 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

For FY25, the Heritage Fund will have \$126,000 in funding available. Grants range from the minimum award of \$1,000 to the maximum award of \$10,000. The majority of grant awards fall between \$2,000 and \$6,000. As this is a competitive grant program, not all grant proposals are funded, and it is not uncommon for a partial award to be made.

The program requires that each applicant provides a cash or in-kind match of at least 10% of the total project cost. The required match must be reflected on the budget submitted as part of the grant application.

The Heritage Fund is a reimbursable grant program. PM will reimburse the applicant for the approved project costs when proper documentation is provided as part of the Disbursement Request once the project has been completed. Reimbursement may not exceed the grant award amount and can only be made to the applicant and not to any contractors, consultants, or other project vendors.

CRITERIA FOR GRANT AWARDS

Applications are evaluated by an independent Selection Committee with members appointed by both PM and MHT. The Selection Committee evaluates and selects projects based on how successfully it meets the purposes and priorities of the Fund. For more information about the criteria please see the [FY2025 Heritage Fund Criteria and Scoring Rubric](#) on the Grantmaking page.

APPLICATION PROCEDURE

It is strongly recommended that potential applicants contact PM before beginning an application to discuss program eligibility. PM staff will be available virtually via Zoom on the following dates and times to discuss grant requirements and answer questions.

Wednesday, January 22, 2025, 6:00 PM – [Heritage Fund Virtual Information Session](#)

This will be a webinar presentation providing an overview of the program followed by a Q&A

Friday, February 21, 2025, 12:30 PM – [Heritage Fund Office Hours - February Session](#)

Friday, March 14, 2025, 12:30 PM – [Heritage Fund Office Hours – March Session](#)

These will be unstructured, drop-in discussions and Q&A sessions where attendees can ask specific questions about program eligibility and completing the application.

Once ready to apply, the entire [application process is fully online](#). Heritage Fund program information and the application portal can be accessed on the [Heritage Fund website](#).

Please read and make sure to review all instructions and questions on the application form before submitting. While you can save your application and return to it at another time, it is recommended that you draft your responses in a separate document to avoid losing any submitted responses. As part of your application, you will also be asked to upload supplementary materials.

Application Timeline

Monday, January 6, 2025	FY25 Heritage Fund Application material available
Wednesday, January 22, 2025	Heritage Fund FY25 Information Session
Friday, March 28, 2025	Applications due by 11:59 PM
May 2025	Applicant notifications & acceptance of awards

APPLICANT RESPONSIBILITIES

If awarded, grantees must:

1. Complete the Heritage Fund Grant Acceptance Form which confirms the project name, description, and award amount.
2. Submit a copy of your current W9.
3. Complete your project within one year of the award date. As appropriate, all work must comply with the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#).
4. Any materials or publicity produced about 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 provided to Preservation Maryland.
5. Post a Heritage Fund identification sign at the project site and/or organizational headquarters, as appropriate.
6. Once completed submit a disbursement request which includes a brief recap of the completed project with at least two photos, or alternative forms of documentation for other projects.

QUESTIONS?

A [Heritage Fund Virtual Information Session](#) will take place on Wednesday, January 22, 2025 at 6:00 PM. Preservation Maryland will also hold two Heritage Fund Office Hours sessions, on [Friday, February 21, 2025](#) at 12:30 PM and on [Friday March 14, 2025](#) at 12:30 PM. Applicants are strongly encourage to attend the Information Session and subsequent Office Hours to address any questions about the Heritage Fund Grant Program.

For further questions, contact Christiana Limniatis, Program & Outreach Manager at 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.