



## SMALL CAP GRANT FUND | Guidelines & Application Instructions

### INTRODUCTION

The Baltimore National Heritage Area's Small Cap Grant is a source of funding designed to provide small, but strategic investments in cultural heritage tourism capital projects within the heritage area. The following is general information about the BNHA Small Cap Grant Program and instructions for completing the online application.

### ELIGIBLE ACTIVITIES

**Eligible activities must address or complete a priority activity** identified in and consistent with the goals, objectives, strategies, and actions outlined in the *2013 Baltimore National Heritage Area Comprehensive Management Plan* available online at <http://explorebaltimore.org/about-us/management-planning/>. Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment.

The following capital projects or activities within the heritage area may be assisted. All capital project activity must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Copies of the *Standards* can be found online at <http://www.nps.gov/tps/standards.htm>.

<i>Acquisition</i>	The acquisition of fee title or interest other than fee title of real property. Note: For acquisition projects, BNHA will fund up to 50% of the average of two appraisals of the subject property.
<i>Development</i>	New construction, or repair or alteration of an existing building, structure, or site that makes possible a contemporary use while preserving those features of the property that are significant to its historical, architectural, and cultural values.
<i>Preservation</i>	Activities directed to sustain the existing form, integrity, and material of a building, structure, or site.
<i>Restoration</i>	Activities directed to accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

### WHO MAY APPLY

To be eligible for a Small Cap Grant, applicant organizations must meet each of the following criteria:

- Be a nonprofit organization in good standing with the State of Maryland Department of Assessments and Taxation,
- Be qualified to do business in Maryland,
- Have the legal capacity and authority to incur obligations involved under the grant program,
- Be located within the [boundary of the heritage area](#) (or the project/activity will happen within the boundary of the Heritage area.)

### WHO MAY NOT APPLY

The following types of organizations are **not eligible** to apply to the Small Cap Grant (this list is not meant to be exhaustive): units of government; organizations that are serving as fiscal agents or fiscal sponsors for an organization or program; individuals; organizations that are the primary responsibility of a government agency; organizations that are not in good standing with BNHA and/or not in compliance with previous BNHA grants.

**Please note:** Next year FY19, organizations with open and active Small Cap Grants will not be eligible to apply for FY19 Small Cap grants. All active Small Cap grants must be closed by the application deadline, in order to be considered for a Small Cap Grant Award for next year. **This does NOT apply for this year (FY18).**



### PROJECT SELECTION CRITERIA

Grant proposals will be reviewed using the criteria outlined below.

1. **Clarity:** Are the project objectives clearly described?
2. **Consistency:** Is the project specifically identified in the Management Plan? If not, how is the project consistent with the goals and objectives of the Plan?
3. **Urgency:** Why should the project receive priority for funding at this time? What is the down side to delaying this project?
4. **Methodology:** Are the project budget, scope of work, and personnel reasonable to accomplish project objectives?
5. **Leverage:** Does the project significantly leverage private investment?
6. **Readiness:** Is the project ready to proceed and can project objectives be accomplished in a realistic and timely manner? If the applicant currently has another BNHA grant, have the deadlines been met?
7. **Heritage Tourism Value:** How does the project support and/or increase Heritage Tourism activity within the heritage area?

### GRANT AMOUNTS AND MATCHING REQUIREMENTS

Grants may not exceed \$15,000. All grants must be matched in cash in an amount at least equal to the grant. Applicants MUST download and use the BNHA Application Budget Excel template for their proposal budget. (The template is available online at <http://explorebaltimore.org/about-us/grants/bhaa-small-capital-grants>). **Upload the completed budget template in the appropriate section of the online submission.**

**Ineligible Match:** Baltimore City funds, expenditures made prior to the award of the grant or after the completion of the grant period, expenditures that do not relate to the grant project

**Documentation of Match:** It is encouraged, but not necessary to have matching funds in-hand, or firmly committed at the time of application. Acceptable documentation of match may include:

- Financial or Bank Statement from applicant organization
- Letter of commitment from donor
- Award letter or grant agreement from matching entity

**Other Project Costs (“Over Match”):** If the total project budget is expected to cost more than the total grant request and required match combined, those additional costs should be listed on the application budget as Other Project Costs. **Applicants are not required to provide documentation for Other Project Costs.**

### GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the BNHA, which generally contains the following standard terms and conditions:

- **Grant Term** – All grant funds must be expended within 24 months of the date of the award, unless the BNHA agrees in writing to an extension of the grant period. A written progress report is required at the end of year one (with financial documentation of expenditures to date) during the grant term and a final report at the end of the project. If the project is completed within one year, only a Final Report is required.
- **Grant Disbursements** – 50% of grant funds will be awarded at the signing of the grant agreement and the remaining 50% of the award will be released upon project completion and approval of the Final Report with attached financial receipts and documentation. Disbursements will be made upon request for payment submitted by the grantee in a form satisfactory to BNHA and fulfillment of the other requirements of the grant agreement.
- **Match Requirement** – It is hoped (but not required) that the 1:1 cash match to this award be secured by



## BALTIMORE NATIONAL HERITAGE AREA

12 W. Madison Street, Ste. 120, Baltimore, MD 21201

410-878-6411 • Email: [dwalterdavis@baltimoreheritagearea.org](mailto:dwalterdavis@baltimoreheritagearea.org)

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end of year one and cash match funds be used for project expenses in year two or beforehand if needed. **BNHA's final grant award disbursement of 50% can only be released once the project is completed as reimbursement for already paid expenditures. Final financial documentation (invoice AND proof of payment) is required.**

- Insurance Requirement – Capital grant recipients will be required to insure the assisted property against loss or damage by fire or other hazards, casualties, and contingencies as may be required by BNHA, in amounts satisfactory to BNHA. Similarly, General Liability Insurance will be required for all construction efforts as well.
- Nondiscrimination – Each applicant shall comply with all applicable federal, state and city laws and policies and programs regarding drug, alcohol- and smoke-free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, gender identity, sexual orientation, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- Project Sign or Acknowledgment – Grant recipients are required to erect and maintain a project sign at a prominent location on project sites to provide appropriate acknowledgment of BHAA and City of Baltimore assistance.
- City-owned sites and landmarks – If the project is located at a city-owned site or landmark, a letter of support from the appropriate city agency is required.

### GRANT SCHEDULE

- October 13, 2017: Applications available for online submission through [www.explorebaltimore.org](http://www.explorebaltimore.org).
- November 8, 2017 (3 pm – 5 pm at the Baltimore National Heritage Area offices at 12 W. Madison Street) – **Required:** Application Workshop for NEW organizations (organizations not funded before through this grant program) and optional for any other interested organizations. Please RSVP to Danielle Walter-Davis at [dwalterdavis@baltimoreheritagearea.org](mailto:dwalterdavis@baltimoreheritagearea.org)
- December 13, 2017: Application submission deadline at 11:59 pm EST
- December 2017 – January 2018: Panel review period
- January 12, 2018: Grant Awards announced
- Jan 15, 2018 – Jan 15, 2020: Grant period; all grant funded activities must occur during the grant period.

### APPLICATION FORMAT

Small Cap Grant applications must be completed on-line through the BNHA grant portal. To submit a request for funding, applicants must create an account with BNHA Grants. This account will allow applicants to save draft proposals before the submission deadline. Applicants MUST download and use the BNHA Application Budget Excel template for their proposal budget. Upload the completed budget template in the application budget section of the online application. For more detailed application instructions, please reference the Guidelines & Application Instructions on the website.

### APPLICATION DUE

Applicants must submit completed online application with uploaded support documents by 11:59 pm December 13, 2017.

Please direct questions to:

Danielle Walter-Davis, Grants Administrator

Baltimore Heritage Area Association, Inc.

12 W. Madison St., Ste. 120

Baltimore, MD 21201

EMAIL: [dwalterdavis@baltimoreheritagearea.org](mailto:dwalterdavis@baltimoreheritagearea.org)

Office Hours: 410-878-6411 Ext 5 (Mondays and Wednesdays)



## APPLICATION INSTRUCTIONS

**Hit Apply/Submit button to begin application.**

### I. PROJECT INFORMATION

1. Enter either the title of the project or the name of the property under consideration.
2. State the grant amount you are seeking in the first sentence then BRIEFLY summarize the project - What is it? Why is it necessary? What are the goals? How it will improve heritage tourism in the BNHA?

### II. APPLICANT INFORMATION

1. Indicate the name of the applicant nonprofit organization. This should be the organization that would receive the grant funds if awarded.
2. Indicate the mailing address of the applicant identified above.
3. Indicate the street address of the property under consideration if different from the applicant mailing address.
4. Indicate the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application.
5. Indicate the phone number(s) of the contact person.
6. Indicate the email address of the contact person.
7. Include the applicant's EIN number (federal Employer Identification Number). This nine-digit number is assigned by the Internal Revenue Service, e.g. 52-1234567
8. Include the Baltimore City Council district of the project.
9. Include the state legislative district of the project. If you are unsure of the district, please visit the Maryland General Assembly Website at <http://mlis.state.md.us>.

### III. APPLICANT ACKNOWLEDGEMENT

1. **Grant Application Workshop – Mandatory for First-Time Applicants** - Did the project contact or other organization representative attend the required November 8<sup>th</sup> 2017 workshop or make alternative arrangements with BNHA staff?

YES:  Enter the Name of Attendee/Organizational Representative  
NO:  If no, BHAA will be unable to review the grant application.

2. Check the box to indicate that the terms and conditions of the BNHA Small Cap Grant as outlined in the application instructions have been read and understood.

### IV. PROJECT BUDGET

1. Indicate the amount of grant funds requested from BNHA. Keep in mind that up to \$15,000 per project is available.
2. Indicate the TOTAL amount the project is estimated to cost (amount of grant monies requested PLUS organization's 1:1 match).
3. Identify sources of matching funds. For each source list: Source Name, Amount, and when the funds will be available. If you do not have all matching funds in hand, identify and describe the organization's efforts to fund this project from sources other than BNHA. Describe the City of Baltimore and MHAA's past and present financial commitment to the project as applicable.

**Upload documentation of any secured matching funds such as a financial statement, commitment letter, or other proof that the applicant has matching funds dedicated for the project.**

4. Upload a completed BNHA Application Budget Excel template.



## CAPITAL PROJECT NARRATIVE

Please address all items listed below.

### *I. Project Overview*

Please expand on your project summary.

- Provide a brief history of the project's genesis and its goals. What issue are you trying to solve? What previous research has been conducted to show that this project is desirable?
  
- To score well as a heritage tourism project, you must clearly illustrate how the project connects to and supports the BNHA's 2013 *Comprehensive Management Plan*. Is the site/project specifically cited in the CMP? If so, list the page number/section. If not, how is the project consistent with the CMP's goals and objectives? Cite them specifically with page numbers and section reference numbers. For example, "Our proposed exhibit brings focus to one of Baltimore's earliest public-school institutions and supports the CMP Interpretive Goal 2G 'Seeking Prosperity: Roots of Education' pg. 6-2.
  
- Why should this project receive priority for funding at this time? What's the urgency? Is the project ready to go?
  
- Who is going to benefit from this project? How will it enhance the heritage area, and specifically heritage tourism? Will it foster linkages with other heritage area attractions?
  
- If applicable, describe the number of hours per day, days per week, and months per year the project site is open to the general public. Does the site provide public access to restrooms, water, telephones, or parking? Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation? Describe what provision will be made for physical or programmatic access by disabled persons and if the project will benefit underserved or minority individuals or groups.

### *II. Property Information*

Describe the history or significance of the property that is the focus of the project, if applicable. What are the dates of original construction for buildings on the property? What are the dates of significant alterations/additions to these buildings? Is the property individually listed in the National Register of Historic Places or located within a National Register or local historic district? Is the property currently endangered? If so, describe the threats to the property. How is the property currently used and how will it be used in the future?

### *III. City-Owned Sites & Landmarks*

Is this property a city-owned building? If yes, you must coordinate your capital work with the Baltimore City Department of General Services, or your designated City Agency. Contact for City DGS is Jackson Gilman-Forlini, Historic Properties Manager ([Jackson.Gilman-forlini@baltimorecity.gov](mailto:Jackson.Gilman-forlini@baltimorecity.gov) ; 410-396-4304).

Are you in a Baltimore City Landmark or building listed on the National Register of Historic Places? If yes, you must obtain a **Notice to Proceed** on any capital work. Please contact the Commission for Historical and Architectural Preservation at 410-396-4866 or e-mail [eric.holcomb@baltimorecity.gov](mailto:eric.holcomb@baltimorecity.gov).

### *IV. Project Methodology*

Please explain the proposed scope of work to be performed for this project. These are the various steps that will be taken to ensure a successful outcome. For example, have architectural plans and specifications or bid documents been prepared for the proposed work?

If the project is phased, identify the specific phase of the project for which funding is being requested. Please discuss how that phase fits into the larger project including past as well as future work/phases.



**All grant funded work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.**

*V. Project Timetable*

List deadlines for each step outlined in the methodology. The timeline should be realistic given the readiness of the project and the resources available.

**PROJECT PERSONNEL**

*VI. Project Coordination*

Who will direct the project and who will be responsible for the various components of the project? Describe the qualifications of the project staff.

Upload resumes of lead project staff members.

*VII. Grants Management*

Describe the applicant's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email address of the individual(s) who would manage this grant.

**SUPPORTING DOCUMENTATION**

Applicants must submit the following supporting documentation.

- Proof of nonprofit status.** 501(c)(3) tax exemption determination letter from the IRS.
- Proof of Good Standing** with the State of Maryland. Either a copy of your Maryland Certificate of Good Standing dated on or after Jan 1, 2017 or a [dated](http://www.dat.state.md.us) screen shot of your Good Standing Status - [www.dat.state.md.us](http://www.dat.state.md.us).
- List of current Board of Directors**
- Digital Images.** All applicants seeking funds for capital projects MUST submit at least eight (8) clear digital images with a key. Image #1 should be a city map with the site in question marked. Subsequent images should depict overall views of the property (street level/in context), important exterior/interior elements as necessary, and areas of deterioration (if applicable) that are to be addressed as part of this project.
- Letters of Support.** If the project is located at a city-owned site or landmark, one letter of support must be obtained from the appropriate city agency responsible for the site. Other letters of support are optional.
- Estimates for Budgeting.** Attach any estimates obtained to support the project budget. Please take these estimates and insert into required BNHA budget template, if applicable. Detailed budget breakdowns are encouraged.
- Appraisals.** For acquisition projects only, submit two appraisals that are less than one-year old.

Click **Save Draft** to save your application and come back later.

Click **Apply/Submit** button to submit your Small Cap Grant application. You will not be able to make changes after hitting Apply/Submit.