SMALL CAPITAL GRANT FUND FY2022

Guidelines

Application Deadline: November 1, 2021 (by 5:00pm)

Grant range: Up to $15,000 with a one-to-one matching requirement by applicants (the match can be any combination of cash and/or in-kind services). Required match must be from a non-city funding source.

Geographic location: All projects within Baltimore City are eligible for this grant program (not just organizations within the heritage boundary).

Project period: All capital projects must be completed between January 1, 2022 - January 1, 2024.

PURPOSE:

The Baltimore National Heritage Area’s (BNHA) Small Capital Grant Program is designed to provide small, but strategic investments in capital projects that promote heritage tourism in Baltimore City. The project must meet the National Trust for Historic Preservation’s definition of heritage tourism: “Traveling to experience the places, artifacts and activities that authentically represent the stories and people of the past.” How will your building be a draw for visitors?

SOURCE OF FUNDING: Baltimore City’s Cultural Spaces Fund

The source of funds for this grant program is from Baltimore City’s Cultural Spaces Capital Support Fund (CSCS) administered by Baltimore City’s Department of Planning. If an organization has received funding through the City’s Cultural Spaces Capital Support (CSCS) Fund, it may not apply for BNHA’s Small Capital Grant funds until the CSCS project is closed out. The rationale for this is that both grant programs are supported by the same fund, and it would not be equitable if one organization received capital funds from two different funders from the same funding pool. The goal is that these public funds can be granted to as many organizations as possible.

The following is general information about the BNHA Small Capital Grant Program. Instructions for completing the online application are embedded to the right of each question on the online application found through the BNHA grants portal.

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. 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 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 here.

Acquisition 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.

Development 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.
Preservation  Activities directed to sustain the existing form, integrity, and material of a building, structure, or site.

Restoration  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 Capital 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 located within Baltimore City limits;
- Be qualified to do business in Maryland;
- Have the legal capacity and authority to incur obligations involved under the grant program.

WHO MAY NOT APPLY?

The following types of organizations are not eligible to apply to the Small Capital 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 have an open grant through Baltimore City’s Cultural Spaces Capital Support (CSCS) Fund; and organizations that are not in good standing with BNHA (not in compliance with previous BNHA grant requirements and/or past due final reports).

PROJECT SELECTION CRITERIA

Grant proposals will be reviewed by a Grant Review Committee using the criteria outlined below.

1. **Clarity:** Are the project’s goals and objectives clearly described?
2. **Consistency:** Is the project specifically identified in BNHA’s 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 funding at this time? What is the downside to delaying this project?
4. **Methodology:** Are the project budget, scope of work, and personnel reasonable to accomplish project objectives?
5. **Community Support:** Does the project have community support? How does this capital project benefit the community? Please emphasize heritage tourism value to the community and not community services.
6. **Readiness:** Is the project ready to proceed and can project objectives be accomplished in a realistic and timely manner? Does the applicant have quotes by reputable contractors? Does the organization have the organizational capacity to undertake this capital project ensuring its completion? Does the project have a property owner letter of consent and all required approvals?
7. **Heritage Tourism Value:** How does the project support and/or increase heritage tourism activity within the City of Baltimore? Heritage tourism is defined as: “Traveling to experience the places, artifacts, and activities that authentically represent the stories and people of the past and present. It includes cultural, historic and natural resources.”
8. **Visitation Plan:** As a capital project, what is the organization’s plan to have visitors/travelers visit the site? Does the organization work with the tourism industry to promote its site? What experience will the visitor have once at the site (in-person tours, self-guided, virtual experiences?)
9. **Building’s Importance:** Why is this building important to the historic fabric of Baltimore?
GRANT AMOUNTS AND MATCHING REQUIREMENTS

Grants may not exceed $15,000. All grants must be matched with a dollar-for-dollar matched investment in cash in or in-kind services or goods, appropriate to the project. There is no percentage breakdown requirement of cash or in-kind for the match, as in previous years. Please note the match will need to be documented by the grantee at the close of the grant with signed volunteer hour logs, financial receipts and/or paystubs and timesheets of staff working on the project. Staff hours can be put as match, but no staff hours can be used for the grant award. The award can cover contractors and consultants.

Applicants MUST download the BNHA Application Budget Excel template for their proposal budget. 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. All project expenditures must follow the budget line items that are submitted on the budget template. Costs not stated in the budget will be ineligible.

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 any cash 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 form as “Other Project Costs.” Applicants are not required to provide documentation for Other Project Costs.

GRANT TERMS AND CONDITIONS

If funded, 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 final report at the end of the project with financial documentation of all project expenditures.
- **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 cash and/or in-kind match to this award be secured by end of year one and cash match funds be used for project expenses in year two or beforehand if needed. Please note BNHA’s final grant award disbursement of 50% of the award amount at the end of the project can only be released once the project is completed - as reimbursement for already paid expenditures. Final financial documentation (invoice/receipts AND proof of payment is required in the final report). Please plan your project’s timeline/cash flow needs and use of match funds accordingly.
- **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 workplaces, 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 Acknowledgment** – Grant recipients are required to provide appropriate acknowledgment of BNHA and City of Baltimore and/or to publicly acknowledge BNHA and the City of Baltimore for the award.

• **Property-Owner Letter of Support Required:** Please secure letter of approval before the application deadline! This document must be submitted with your application, if your organization is not the owner.

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**City-owned sites, landmarks, and historic districts:** Important!

1) The Baltimore City Commission for Historical and Architectural Preservation (CHAP) has advisory review authority over all city-owned properties. In addition, all exterior changes for city-owned properties or projects within Baltimore City historic districts **must be reviewed** and obtain a **Notice to Proceed** on any capital work, to include projects within a Baltimore City historic district. Unsure if your project is in a historic district? Please check here and/or contact Lauren Schiszik, Historic Preservation Planner, at Lauren.Schiszik@baltimorecity.gov or 410) 396-5796 for guidance on the process for your specific project.

*Please note buildings that are designated National Historic Landmarks or National Historic Districts do not need the above city approvals, but it would be important to note in your application.

2) Property owner letter of consent is required for city-owned buildings. Please coordinate your capital work with the Baltimore City Department of General Services (DGS), or your designated City Agency to **obtain a property owner letter of consent** for the proposed capital work. The DGS contact is Jackson Gilman-Forlini, Historic Properties Officer (Jackson.Gilman-forlini@baltimorecity.gov or call 410-396-4304).

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**Baltimore City Department of Recreation and Parks (BCRP): Important!**

1) Does your project occur in a city park/facility or use BCRP resources? If yes, two forms are required:

   * **Intent of Community or Neighborhood Organization to Submit a Funding Proposal** form can be found on BNHA's website. Applicant must submit this form directly to Felicia Jones, Grant Development Director at Felicia.Jones@baltimorecity.gov

     a) Please allow **two weeks for approval**.

     b) Once form above is approved, a letter of support from appropriate BCRP office is required. Please contact Felicia Jones above for guidance with letter of support.

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**GRANT SCHEDULE**

• September 20, 2021 - Applications available for online submission through [https://www.explorebaltimore.org/grants](https://www.explorebaltimore.org/grants)
Applicants: **Start early!** Be sure to obtain the following documents early in the proposal development process:

- Obtain any estimates/proposals from contractors for your project **as soon as possible.** These contractor estimates need to be uploaded with your application. Your budget numbers should be grounded in real numbers from these estimates. Attach proposals and/or at least two appraisals (for acquisition projects only) to your application;
- Property owner letters and/or Notice to Proceed by the Commission for Historical and Architectural Preservation (CHAP), if applicable. Be sure to allow for at least two weeks to receive approval letters from city agencies. This is a requirement for applications to be considered.
- Letters of Support: Required from Baltimore City Department of Recreation and Parks, if applicable. However, support letters are not required from any public office but encouraged from the community and/or your constituents.
- Photos of property required. Please refer to the photo requirements located in the online application.

- **November 1, 2021** – Full application submission deadline at 5:00pm (online through BNHA website).
- **December 15, 2021** – Grant Awards announced to applicants.
- **January** - Grant agreements prepared and signed.
- **Jan 1, 2022** – Jan 1, 2024: Two-year grant period. All grant funded activities must occur during the grant period.
- First disbursement checks (50% of award) issued by City of Baltimore in mid-January. Final disbursement checks will be released upon completion of the project as reimbursement.

**APPLICATION FORMAT**

Small Capital Grant applications must be completed online 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 access and reference the online application. Specific instructions on how to answer each question is next to the corresponding field directly on the online form. You can save a draft of the application without submitting it. **Please save drafts often as if left idle, the online platform does not automatically save your work.**

**APPLICATION DUE**

Applicants must submit completed online application with uploaded support documents by 5pm on November 1, 2021. Please direct any questions to:

Attn: Danielle Walter-Davis, Grants Portfolio Manager, Baltimore National Heritage Area (BNHA)
EMAIL: dwalterdavis@baltimoreheritagearea.org or 410-878-6411 (office)