SMALL CAP GRANT FUND FY2020

Guidelines

INTRODUCTION
The Baltimore National Heritage Area’s Small Capital (Small Cap) Grant Program is a source of funding from the City of Baltimore 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. 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 (available online at www.explorebaltimore.org). 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.

- **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.

Interpretive Signage Guidelines:
Small Capital Grant funds may be used for the creation of interpretive signage.

Interpretive signage in parks operated by Baltimore City Department of Recreation and Parks (BCRP) must adhere to city specifications and cost estimates as a requirement. Please see application guidelines for projects in city parks and the approval process. Please plan two weeks to receive approval from BCRP and a letter of support. This documentation must be uploaded to the grant application at time of submission.

For all other interpretive signage projects, please review BNHA’s recommended guidelines for interpretive signage projects. The National Park Service has also created a comprehensive guide for creating wayside exhibits and interpretive signage. The guide is available for free from the NPS Harper’s Ferry Center. Projects that follow these best practices will score higher on their application due to the required due diligence.
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.

PROJECT SELECTION CRITERIA
Grant proposals will be reviewed by a Grant Review Panel 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 downside 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/other resources?
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?
8. **Priority Areas**: In FY2020, projects that promote the African American legacy in Baltimore will receive additional points on their applications.

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. If needed, 25% can be contributed as in-kind match.

**Exception**: All funding requests of $5,000 or less will not require a cash match. The match can be entirely with in-kind/donated goods and services which will need to be documented by the grantee at the close of the grant.

**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.
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 during the grant term and a final report at the end of the project with financial documentation of all project expenditures. 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 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 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 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 BNHA and City of Baltimore assistance.
- **Property-Owner Letter of Support Required:** Please secure approval before the application deadline!

- City-owned sites and landmarks:
1) Does your project involve a city-owned building? If yes, you must coordinate your capital work with the Baltimore City Department of General Services (DGS), or your designated City Agency, and obtain a letter of support. Contact for City DGS is Jackson Gilman-Forlini, Historic Properties Manager (Jackson.Gilman-Forlini@baltoeity.gov) or call 410-396-4304.

2) 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. Contact for the Commission for Historical and Architectural Preservation is Eric Holcomb, Executive Director (eric.holcomb@baltimorecity.gov)

➢ Baltimore City Department of Recreation and Parks (BCRP):

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

1) Intent of Community or Neighborhood Organization to Submit a Funding Proposal Form (found on BNHA’s website/grants page). Applicant must submit this form directly to Tim Almaguer at Tim.almaguer@baltimorecity.gov and allow two weeks for approval.

2) Once form above is approved, a letter of support from appropriate BCRP office is required. Please contact Tim Almaguer above for guidance with letter of support.

GRANT SCHEDULE

- September 6, 2019 - Applications available for online submission at www.explorebaltimore.org/grants.
- Applicants: Start early! Be sure to obtain the following documents early in the proposal development process:
  a) Obtain any quotes/proposals from contractors and vendors for your project. Your budget numbers should be grounded in real numbers from vendors. Attach proposals and/or at least two appraisals (for acquisition projects only) to your application;
  b) 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.
  c) Letters of Support: Not required from any public office or the community. However, if it strengthens your application, please include them.
  d) Photos of property required. Please refer to required details located in the online application.

- September 25, 2019 (3pm-5pm Location TBD) – 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 and to confirm location.
- October 21, 2019 – Full application submission deadline at 11:59 pm EST (online through BNHA website).
- November 22, 2019 – Grant Awards announced.
- December 2019 - Grant agreements prepared and signed.
- Jan 1, 2020 – Jan 1, 2022: 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 January.
APPLICATION FORMAT
BNHA uses an online system for the grants process, which you can access once the grant cycle begins. Creating a user account will allow you to save a working version of your application before the final 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.

APPLICATION DUE
Applicants must submit completed online application with uploaded support documents by 11:59 pm October 21, 2019.

Please direct questions to:

Baltimore National Heritage Area (BNHA)
Attn: Danielle Walter-Davis, Grants Administrator
12 W. Madison St., Ste. 120
Baltimore, MD 21201
EMAIL: dwalterdavis@baltimoreheritagearea.org
Office: 410-878-6411 Ext 5
Visit us online at www.explorebaltimore.org | www.facebook.com/baltimoreheritagearea