

Maryland Historical Trust



MATCH REQUIREMENTS:

Historic Preservation Capital Grant Program

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MARYLAND DEPARTMENT OF



PLANNING



Maryland Historical Trust

Match Requirements for Various Applicants



Business Entities
Individuals
Local Governments

NOT NON-PROFITS, STATE AGENCIES,
OR AAHPP FUNDING REQUESTS

HP Cap Grant Basics



- Focuses on urgent historic preservation capital projects
- Maximum grant award per applicant is \$100,000
- Visit our webpage for program information, the Grant Guidelines and links to our YouTube channel:

<https://mht.maryland.gov/Pages/funding/grants.aspx>



Allegheny County Courthouse

Match Requirements 101



- 1:1 match required (not non-profits)
- Must relate directly to the grant project
- Match must be used within grant period
- Document match in your application

Cash and In-Kind Match

- Any combination of cash and/or in-kind match
- Example cash sources:
 - Cash donations
 - Loan funds
 - Fundraiser collections
- Example in-kind sources:
 - Donated or discounted materials
 - Donated/volunteer services
 - Staff salaries



Examples of Eligible Match



- Cash expenditures within the grant period and grant scope of work
- Staff salaries for time spent on the grant project
- Donated/discounted construction supplies
- Services donated by a professional
- Volunteer time spent on the grant project



Acquisition Eligibility/Ineligibility



- Match related to the acquisition may be eligible
- If grant funds will be used exclusively for acquisition, then other acquisition funds could be used for the match
- Otherwise, the cost to acquire a property may not be used as match

Ineligibility Related to State Funds/Projects



- State funds cannot be used as match (e.g. state grants, loans)
- The same match may not be used for more than one state program



Non-Capital Expenditures Are Ineligible



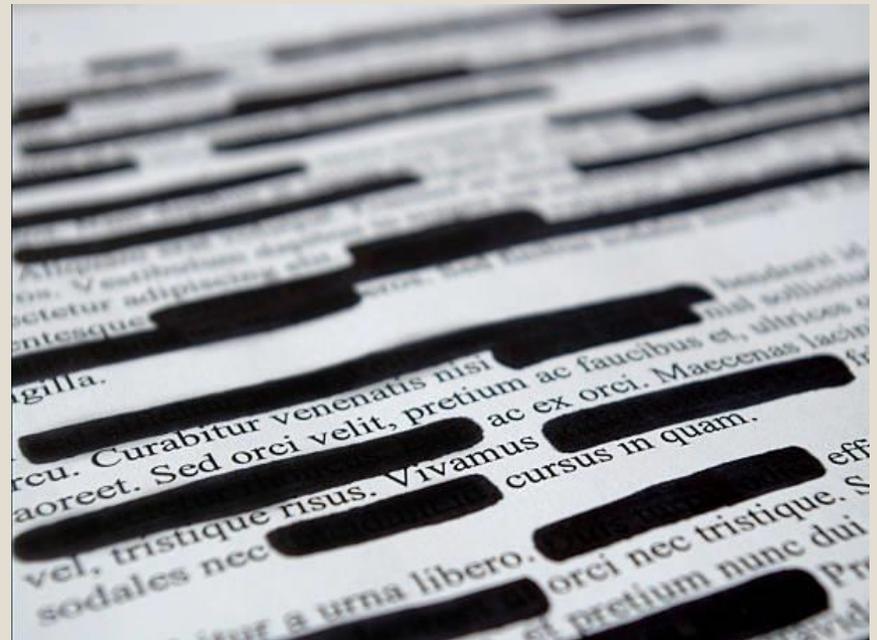
- Insurance
- Appraisals
- Landscaping
- Expenses for hosting meetings
- Maintenance
- Hosting fundraisers
- General office expenses
- Accounting or audit costs
- Property tax

Cash Match Documentation



BLOCK OUT FINANCIAL ID NUMBERS!

- Bank statement or official treasurer's report
- Letters from donors (include \$ amount and signature)
- Award letters for non-state grants
- Loan commitment letters
- For a government entity:
 - Provide budget document clearly showing the line item(s) from which match is committed



In-kind Match Documentation



- **Staff Salary**
 - Indicate number of hours and rate/hour
- **For volunteer time**
 - Calculate hours and use the Maryland rate from this site:
 - http://www.independentsector.org/volunteer_time
- **Donated services**
 - Signed statement from the donor with value of services noted
- **For donated materials:**
 - Signed statement or receipt / invoice from the donor and not fair market value of materials or discount



Other Project Funds



- Document any non-state funds that are committed to the grant project above and beyond the required match
- Identify the source and amount of these funds in application

We Review Match Through this Lens...



- Is the cost eligible? Has it been used in the grant period? Is it related to the approved scope of work and/or budget?
- Is the cost necessary?
- Is the cost reasonable?
- Is the cost verifiable? Do you have proof of the project expense?

Contact and Website Links



Bill Hersch, Capital Grant Administrator
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Web Pages:

Historic Preservation Capital Grant:

<https://mht.maryland.gov/Pages/funding/grants-capital.aspx>

MHT's YouTube Channel:

<https://www.youtube.com/@MarylandHistoricalTrust/playlists>