

MONTGOMERY COUNTY HISTORIC PRESERVATION GRANT FUND

Guidelines for Applicants

The Montgomery County Historic Preservation Grant Fund was established to encourage preservation activities in the County, and to promote increased public awareness of, and community involvement in, all types of preservation projects. The following Guidelines were prepared to assist applicants in the preparation of an application for grant funding. Up to a total of \$60,000 may be available to be awarded in this grant round.

Eligible Activities

A range of projects will be considered, *with special priority given to projects that document or interpret historic resources or use technology to present information and engage the public in historic preservation.* The types of projects that are eligible for funding include, but are not limited to: GIS mapping, apps for mobile devices, development of websites and digitally accessible content, digitizing analog materials, walking tours of historic districts, handbooks, design guidelines, explanatory brochures for owners in historic districts, historic site brochures or other interpretive materials, historic district or site survey and documentation, feasibility studies for building or site restoration or preservation, oral history taping/transcriptions, videos, or exhibits pertaining to county history or architecture, and other educational projects.

Eligible Organizations

An organization seeking funds must have historic preservation as its primary and motivating purpose, and/or must be the owner of a historic site designated on the Master Plan for Historic Preservation. In addition, each organization:

1. Must be chartered or incorporated in Montgomery County; and
2. Must have bylaws, membership, elected officers, and regularly scheduled meetings; and
3. Must have nonprofit or charitable tax status; and
4. Serve a public educational purpose.

Grant Management

An organization seeking funds must demonstrate that it shall:

1. Monitor the expenditure of project funds to contractors, firms, and other organizations and submit receipts upon completion of project;
2. Report mid-project to the Commission on project progress and verify expenditures to staff;
3. Prepare a sworn affidavit showing the amount of cash, in-kind contributions, or combination thereof comprising the organization's required dollar-for-dollar match;

4. Submit vouchers documenting the value of in-kind matching contributions by volunteers at a rate of \$25 per hour for professional services and \$15 per hour for all other services.
5. Comply with nondiscrimination in employment provisions of Chapter 11B, Montgomery County Code (1972), as applicable to organization members and contractors;
6. If requested, permit an audit and inspection of the organization's books and records as required by Montgomery County during the duration of the project; and
7. Carry adequate insurance, as specified by the general conditions of contract (see Article 15).

Application Procedure

Each organization shall submit to the Commission the following:

1. A completed application form;
2. Copies of its charter, incorporation papers, by-laws, tax status form, or other organizing documents;
3. Supporting materials necessary to further explain the proposal (see Item 4 on Application for suggestions).

Completed application materials may be emailed to scott.whipple@montgomeryplanning.org or delivered to:

Historic Preservation Commission
M-NCPPC
8787 Georgia Avenue, room #204
Silver Spring, MD 20910

Materials must be received by May 18, 2015. Late applications may not be reviewed.

The Historic Preservation Commission will evaluate those applications deemed to be complete and each applicant will be notified of the Commission's decision by no later than May 29, 2015. After the decision by the Commission, the Maryland-National Capital Park and Planning Commission will enter into a grant agreement with each organization for the planned work. Successful candidates will be required to enter into a contract with M-NCPPC by June 19, 2015 or risk forfeiture of their grant opportunity.

Please direct questions about the grant program to Scott Whipple, historic preservation supervisor at 301.563.3404 or scott.whipple@montgomeryplanning.org.