

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.

Eligible Activities

The types of activities eligible for funding include, but are not limited to, website development and enhancements; education and outreach projects such as workshops, presentations, lectures, videos, photographic displays or other exhibits pertaining to County history; historical and archeological surveys, or feasibility studies for restoration or preservation of buildings, sites, and historical artifacts owned or under the custody of nonprofit organizations; development and installation of historic district and historic resource signage; walking tours; handbooks, design guidelines and/or brochures related to historic districts or individual historic resources; history brochures or books; and oral histories.

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 members at a rate of \$25 per hour for professional assistance and \$15 per hour for all other persons involved in the project.
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 should be mailed to:

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

In addition, please email a copy of the completed Application Narrative to:
Anne.Fothergill@mncppc-mc.org

Materials must be postmarked and emailed by October 15, 2009.

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 December 3, 2009. 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. This process can take several months. As a consequence, grantees may anticipate beginning projects on or about February 1, 2010.

Please direct questions about the grant program to Anne Fothergill (anne.fothergill@mncppc-mc.org) or Scott Whipple (scott.whipple@mncppc-mc.org), 301.563.3400.