FY2023 Miller History Fund Full Application

*This is a blank application provided to aid applicants in preparing for their submission. However please note that applications will only be accepted online via the Submittable platform. Access to the online application will be provided once applicants have completed a brief Letter of Intent (LOI) form available at https://www.mdhistory.org/about/miller-history-fund/

Again, this blank application is only provided to help applicants prepare and will not be accepted as a submission

FY2023 Miller History Fund Full Application

I) General Information

Use this section to provide a basic introduction to your organization and the project for which you seek funding.

A) Name of Organization*

B) Organization Address*

Limit: 250 words
Please provide the full mailing address for your organization.
What Maryland county is your organization located in?*
Select...

Is your organization located in a Maryland Heritage Area?*

⊙
Yes

⊙
No
Is your organization located within one of Maryland's 13 certified Heritage Areas? More information on this government program is available at https://mht.maryland.gov/heritageareas.shtml

Organizations located outside of a Maryland Heritage Area are not eligible for certain state funding opportunities. These organizations may be given special consideration for the Miller History Fund. Check the grant guidelines for more details.
C) Name of Primary Project Contact*

D) Primary Project Contact Email Address*

E) Primary Project Contact Phone Number*

F) Project Name*

Please provide a succinct title that describes the project for which you seek funding.

G) Project Summary*

Limit: 150 words

Provide a succinct summary of the project for which you are seeking funding. You will have the opportunity to provide a more detailed scope of work and timeline later on in the application.
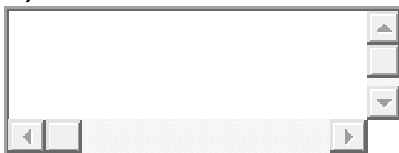
H) Project Funding Request*

What level of support are you requesting from the Miller History Fund? Please provide one numerical figure. Note that the maximum funding award is $20,000 and the minimum is $10,000. You will have the opportunity to upload a more detailed project budget and justify your project expenses later on in the application.

II. ORGANIZATIONAL BACKGROUND

Use this section to describe your organization, its history, and the types of programs and services it provides.

A) Mission*

Limit: 250 words

Please provide your organization's mission statement.

B) History and Stewardship*

Limit: 500 words

Describe the history of your organization as well as the nature of the historical collections it stewards. What is the scope and various formats of your historical

collections? What is the importance of this collection to Maryland and the community your organization serves?

C) Organizational Structure*

Limit: 250 words

Describe the governance and staffing of your organization. How are decisions made? How are responsibilities delineated among different staff members or volunteers in your organization?

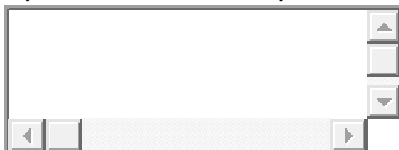D) Scope of Services and Programming*

Limit: 250 words

What type of services and programming does your organization offer the public in a typical year? Describe any major new services or programming currently in development.

III) AUDIENCE

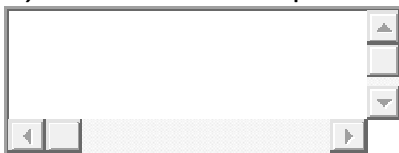Use this section to describe your organization's audience and the value your organization provides its community.

A) Describe the Population your Organization Serves*

Limit: 250 words

Please provide as much quantitative and qualitative description of your audience as possible. For example, is a majority of your audience K-12 students or seniors? What percentage of your audience comes from your immediate community or from surrounding counties? Choose whatever descriptors will best help the review panel understand the community you hope to serve.

B) Audience Development*

Limit: 250 words

How does your organization develop its audience? Describe any pro-active efforts to serve diverse, marginalized, or under-served audiences within your target service

area; ways your organization advertises its programs and services to the public; or any efforts to survey your audience or provide the community with opportunities to help inform programming or organizational priorities.

IV) PROJECT SECTION

Thank you for providing an overview of your organization in the preceding sections. This section of the application is your opportunity to describe the capacity-building project that could be supported by funding from the Miller History Fund.

A) Project Start & End Date*

Please provide the start and end date of your grant-funded project period in the following format: Month/Date/Year to Month/Date/Year. Note that all grant funded activities may start no earlier April 1, 2023 and end no later than April 1, 2025

B) Project Need*

Limit: 500 words

What need will the completion of this project meet for your organization or the community it serves? Is the proposed project time-sensitive? For example, does it leverage an upcoming anniversary or is it required as soon as possible to save an imperiled historical resource or stabilize a struggling organization? Is it an integral part of a larger organizational effort?

C) Project Scope of Work & Deliverables*

Limit: 500 words
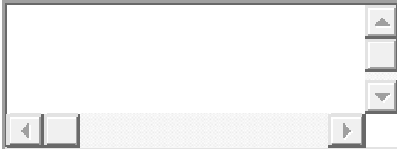
What specific activities will be supported by the Miller History Fund and what tangible or intangible deliverables will they produce? For example, a series of workshops with a consultant may result in one strategic planning document. These are immediate deliverables as opposed to the broader organizational outcomes you will desribe later in the application. Please be as detailed as possible and think of how this section connects with your project budget.

D) Project Timeline*

Limit: 500 words

Please provide a detailed timeline outlining the order and timing of major steps in your project. If there are earlier or later phases of the project beyond the grant period please make note of them as well.

E) Project Management*

[text input field]

Limit: 250 words

Describe the project team responsible for implementation of the grant and how responsibilities will be delegated to different team members. Is there a project lead? Will implementation of the project require any partnering organizations or consultants? How is this team qualified to execute the project? You will have the opportunity to upload resumes and/or letters of commitment for key team members later on in the application.

F) Project Outcomes*

[text input field]

Limit: 250 words

What are the intended outcomes for this project? As opposed to project deliverables you described in the preceding question, this is an opportunity to describe the high level organizational change or improvements resulting from this project. How might organizational operations and outlook improve as a result of successful project completion? How is that change realized in care for and access to the historical collections you steward?
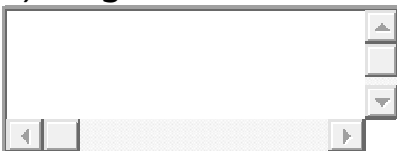

V) PROJECT FINANCIALS

A) Project Budget*

Upload a file. No files have been attached yet.

Acceptable file types: .xls, .xlsx

Please fill out the project budget template and upload it here as an excel document. A blank budget template is available for download www.mdhistory.org/about/miller-history-fund

B) Budget Justification*

[text input field]

Limit: 500 words

Please provide a narrative description of the various line items provided in your project budget. Your project budget should correlate with the project description, scope of work, and deliverables you provided in the preceding section.

If there are other sources of support for this project beyond the grant award and cash match, note them here but clearly explain which funding source is supporting which activity. Though matching funds are not required, panelists may consider how other organizational resources are being leveraged when considering the "Sustainability" criteria.

Explain why expenses are reasonable for the work provided. You will also have the opportunity to upload quotes or other supporting documentation related to your budget in the proceeding question.

Make sure to refer to the grant guidelines to see what types of expenses are eligible!
C) Budget Supporting Documents

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf, .doc

Please use this section to provide any quotes from various project vendors or consultants supporting this project. This will help grant review panelists better understand your budget. If completed quotes are not available or required for this project, you may upload a document describing the process through which potential vendors will be selected or why external expertise is not needed. This supporting documentation is not required but strongly encouraged for competitive proposals.

VI) Required Supporting Documentation

Use this section to upload required and supporting documentation for your project. Some documents marked by a red asterisk are required in order for your application to be considered. Other supporting documents can be provided at your discretion to aid the grant review panel in understanding your organization and proposed project.

A) Current Annual Operating Budget*

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .doc, .docx, .csv

Please provide a projection of your current year's budgeted revenue and expenses.
B) Actual Budget for Previous Year*

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .docx, .csv

Please provide a record of actual revenue and expenses for your organization's most recently completed fiscal year. This could come in the form of audited financial statements or an internally generated financial statement. This document should be signed by your organization's Chief Financial Officer or Treasurer.
C) Resumes for Key Project Team Members*

Select up to 5 files to attach.

Acceptable file types: .pdf

Please provide resumes for the key project team members as a PDF file. Resumes for each team member may not exceed two pages.
D) Letters of Commitment

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf

If you are partnering with a peer organization or enlisting the help of consultants in this project, please upload signed letters of commitment demonstrating their qualifications and willingness to contribute to the project.
E) Supporting Materials

Select up to 5 files to attach. No files have been attached yet. You may add 5 more files.

Acceptable file types: .pdf

This is an opportunity to provide any supporting documentation that may help the grant review panelists better understand your organization or project. This could be a recently completed strategic plan, a photo sheet showcasing your organization, a calendar of annual events, etc. Only PDF files are acceptable. Please limit your uploads to five examples.

VII) Submission

Electronic Signature

Write the full name and position title of the person submitting this application. This constitutes an electronic signature.

☑

Submission Verification*
By checking this box, the applicant verifies that they are authorized to submit this application on behalf of the organization.