



Preservation Howard County Grant Application Instructions

Preservation Howard County has funds available for grants to help other organizations in their mission to preserve or maintain historic resources in Howard County Maryland. To apply for funds, please follow these instructions:

1. Complete the application form and budget information page. Incomplete applications will not be considered. Use as much space as you wish but only include information related to the project for which you are requesting funds.
2. Projects must be completed within one year of the receipt of funds.
3. Email the completed application to: **preservationhowardcounty@gmail.com**. Applications may be submitted at any time. You will be notified that your request was received and given a date of when it will be evaluated.
4. After the grant is approved, the grantee will receive a letter of agreement from PHC. This agreement asks the grantee to promise that the money will be used as stated in the application and that any unused funds will be returned to PHC. The letter of agreement may stipulate other terms, such as progress and impact reporting, publicity requests, adherence to specified preservations standards, etc. The signed agreement must be received by PHC before a check is issued.
5. Upon completion of the project, or one year from receipt of the grant, whichever is first, the grantee will submit a final report on the project, showing outcome evidence (e.g., before and after photos), and including the actual expenses and income totals.

Any questions regarding this application or the PHC grant process should be directed to **preservationhowardcounty@gmail.com**.