**STATE OF MARYLAND**

**BOARD OF PUBLIC WORKS**

**CAPITAL PROJECT GRANT INSTRUCTIONS**

**SECTION 1**: Enter the title used on the Bond Bill Fact Sheet or the bond bill proposed title.

**SECTION 2**: Enter Project location district. It can be found at

https://mdpgis.mdp.state.md.us/Legis\_District/index.html.

**SECTION 3**: Enter the bond bill chapter located on your coversheet

**SECTION 4**: Enter year the bond bill was enacted

**SECTION 5:** Enter the DGS/grant number located on your coversheet.

**SECTION 6:** *Grant Amount* ‐ Enter capital grant authorized amount. *Match Amount:* Enter the amount of your match if required by your bond bill. If a match is not required please enter $0.

**SECTION 7:** Enter your organization’s legal name. The name provided must match the exact legal name as registered with the Maryland State Department of Assessments and Taxation

(SDAT).

**SECTION 8:** Enter your organization’s physical address

**SECTION 9:** Enter the title listed on your Bond Bill Fact Sheet or the bond bill proposed title.

**SECTION 10:** Enter the physical address where the project will take place.

**SECTION 11:** Please select the best option for your organization. If you have a long‐term or short‐term lease please attach a copy to the application. If your organization does not own or lease the property please enter the property owner’s name. Also, indicate the term of your long term lease.

**SECTION 12:** Please enter the start and end date of the design phase and construction phase.

These dates can be an estimate.

**SECTION 13:** Please provide a detailed description and scope of the grant funded project. Be sure that the description and scope of work coincides with the Bond Bill Fact Sheet or the proposed bond purpose.

**SECTION 14A:** Select yes if the project is subject to the State prevailing wage law. Wage rates apply if the construction contract is $500,000 or more and State funds will be used to pay for 50% or more of the contract. If this requirement does not apply to your project then select no.

**Section 14B:** If your project receives $1,000,000.00 or more in grant funds and your construction contract is $500,000 or more select yes. If this requirement does not apply to your project then select no.

**SECTION 15**: Please submit a request for project review from the Maryland Historical Trust. The form can be found at https://mht.maryland.gov/projectreview\_howtosubmit.shtml.

**SECTION 16:** The project budget is an important aspect of your grant application, and it is necessary for you to review the grant budget to ensure its accuracy.

1. The “This State Grant” column allows you to itemize your grant funds.

2. The “Other Funds” column allows you to list the other funds that are necessary to complete the project.

A. Enter the budget for construction and fixed equipment in row A.

B. Enter the budget for Equipment and Furnishings that are not fixed in row B. Please provide a list of items and attach it to the grant application.

C. Enter the budget for Architect/Engineer fees in row C.

D. Enter the budget for land acquisitions in row D.

E. Enter the total in row E. The total cost should be the sum of row’s A‐D.

3. Please be sure that your totals are accurate.

**SECTION 17‐20:** Please enter your organization’s contact individual. This is the person who will receive all correspondence, notifications and reminders regarding the grant.

**Please be sure to fill out all sections. If an error is made please correct and initial next to the correction. Once the application is reviewed for accuracy please have an authorized individual date and sign the grant application. Signing the grant application certifies that all the information contained in the grant application is true and accurate and that the signer is legally authorized to submit the application on behalf of your organization**