

FY26 Mini-Grant Workshop



**Chesapeake
Crossroads**
HERITAGE AREA

Call or email Lisa and Jane at to discuss your project or idea!

THE GRANT CYCLE

Within 1 Year



CLOSEOUT

DEFINE



RESEARCH



Now

PREPARE



September 1-October 3

APPLY



AWARD



November 7

MANAGE



Most mini-grants must be completed within a year of the award.

Grant activities (and expenses) CANNOT start until the formal grant announcement on November 7, 2025.

NEW THIS YEAR!!
Application submissions will be fully ONLINE!

NEW

The Application is Online This Year!

We are Going Digital.....

- Visit chesapeakecrossroads.org
- On the top bar, click the arrow next to "Grant Seekers". Select "Mini-Grants"
- Under Helpful Links:
 - Review the [FY26 Mini-Grant Guidelines](#) and Mini-Grant workshop video & THIS Workshop Slidedeck.
 - [Take a short quiz to prove you watched it!](#)
 - Review the CCHA management documents, like the [Five-year plan](#).

You are almost ready!

- Gather together your thoughts, ideas and documents, then select **"Click Here to Start Your Application."**
- You will then be redirected to the online application form!

The screenshot shows the website for the Chesapeake Crossroads Heritage Area. At the top, there is a navigation bar with a logo on the left and a search bar on the right. Below the logo, the text "Chesapeake Crossroads HERITAGE AREA" is displayed. The navigation bar includes links for "Partners", "Grant Seekers" (circled in red), and "Educators". Below this, there is a dark blue navigation bar with links for "Plan Your Visit", "Attractions", "Events", "About Us", and a "DONATE" button. Below the dark blue bar, there is a green bar with links for "Quick Links", "MHAA Grant", "Mini-Grants" (circled in red), "Small Changes Grant", and "Sponsorships". The main content area is titled "Mini-Grants" and features a section titled "NEW THIS YEAR: The Mini-Grant Application will be ONLINE!". Below this, there is a paragraph describing the mini-grants and their purpose. To the right of the main content, there is a "Helpful Links" section with a yellow box containing the text "THE FY26 ONLINE APPLICATION Opens September 1 2025". Below this, there is a section titled "Ready to APPLY for a Mini-Grant?" with a list of links: "Read the FY26 Mini-Grant Guidelines?", "Watched the FY26 Mini-Grant Workshop Video (Link Pending) & reviewed the Grant Work", and "Click Here to Start Your Application." (circled in red). Red arrows point from the text in the green box to the "Mini-Grants" link and the "Click Here to Start Your Application." link.

Information For
Partners ▾ **Grant Seekers ▾** Educators

Plan Your Visit ▾ Attractions Events About Us ▾ DONATE

Quick Links MHAA Grant **Mini-Grants** Small Changes Grant Sponsorships

Mini-Grants

NEW THIS YEAR: The Mini-Grant Application will be ONLINE!

Chesapeake Crossroads Heritage Area awards mini-grants of up to \$5,000 each Fall to heritage area partner organizations and local governments. Funds can be used to create, launch, and implement programs, activities, products, partnerships, interpretive signs, lectures and public events that support and help reinforce the Chesapeake Crossroads mission: **To enhance support and promote heritage tourism, preservation, and/or the stewardship of historical, cultural, and natural resources across the Heritage Area.**

Grants are generally selected based on whether the proposal supports the interpretive themes, objectives, and/or activities found in our state, county and city approved Management Plan and as

Helpful Links

THE FY26 ONLINE APPLICATION Opens September 1 2025

Ready to APPLY for a Mini-Grant?

Have you.....

- Read the FY26 Mini-Grant Guidelines?
- Watched the FY26 Mini-Grant Workshop Video (Link Pending) & reviewed the Grant Work

Click Here to Start Your Application.

Is Your Project Eligible?



Project Must be Non-Capital-

Non-Capital grant funds can cover expenses directly related to the program, event or project activities to achieve your grant objectives, BUT NOT ongoing operational expenses, staff salary, long-term asset purchases or construction.

Applicant must be a
Non-profit or Local
Jurisdiction:
Check that you are in good
standing with the state
([MD SDAT](#))



Your organization and/or
the project must be
located within our
[approved Heritage Area
boundaries.](#)

Let's Talk Money



A 1:1 Match is Required

Every grant dollar must be matched by a matching dollar
(Any combination of Cash and In-Kind qualify)

Documentation Will be Required

Document how funds are spent (grant amount and match) for your final report.



Where can the Match Come From?

It must be from non-state sources --
more on this later

Invoice# 52148		Brand Name		
Date 01 / 02 / 2020		TRADING SPACE HERE		
Sl.	Item Description	Price	Qty.	Total
1	Lorem Ipsum Dolor	\$50.00	1	\$50.00
2	Pellentesque id neque ligula	\$20.00	3	\$60.00
3	Interdum et malesuada fames	\$10.00	2	\$20.00
4	Vivamus volutpat faucibus	\$90.00	1	\$90.00
Thank you for your business		Sub Total:	\$220.00	
Terms & Conditions		Tax:	0.00K	
Lorem ipsum dolor sit amet, consectetur adipiscing		Total:	\$230.00	

What Should you include in Each Section?

Title- Should be Engaging and Descriptive ...

But not too long...

Project Description-

- What are you doing?
- When and where will it take place?
- Who is going to benefit?
- Why do you need the money and how will it be spent?
- This is where you tell us why your project is unique and that you are the best organization to undertake said project.

PROJECT DESCRIPTION

Title of Project or Program *

Brief Project Description: (500 word Limit) *

Describe the project/activities the grant would support, how will the funds be spent, and what is the project's value to promote heritage tourism?

0 of 3500 max characters

What is Meant By “Consistency & Relevance”?

Consistency & Relevance* (500 word limit) •

Explain how the project is consistent with, and supports the mission, goals, framework, and interpretive themes of the Chesapeake Crossroads Heritage Area (CCHA). (Please review the CCHA's Interpretive Themes & Priorities [link](#), the CCHA Five-Year Action Plan, including our mission, and our goals (pg. 8) and objectives (pg. 13-20) [link](#) as you prepare this response.)

Consistency

- How does your project support the mission and interpretive themes of the CCHA. We strongly encourage you to read pages 8 and 13-20 the [CCHA 5-Year Action Plan](#) and reference how your project aligns with the Heritage Area goals.

Relevance

- Why does your project have to proceed now?
- What is the larger context of your project?
- How is it supportive of your organization's mission and the CCHA mission?





NEW

New This Year!

Preference will be given to proposals that fulfill one or more of the following priorities:

1. Will the proposal result in an activity, event or program that occurs during the Maryland Day Week of March 19-March 25, 2026?
2. Does the program or event include collaboration with other CCHA partners?
3. Does the program or event relate to, commemorate, or plan for activities that will observe an upcoming historical anniversary, such as the U.S. Semiquincentennial (250th) or the founding of the B&O Railroad in 1827?
4. Will the proposal help your organization address an unanticipated hardship related to cuts or delays in federal funding or changes in policies that will adversely impact your organization's programmatic capacity in FY26?
5. Will your project result in an interpretive sign or historic marker?

Does my proposal have to support the FY26 Priorities?

No, your project does not need to directly support any of the previously mentioned five priorities.

While special consideration will be given to those projects that do support the more immediate priorities of Chesapeake Crossroads, we look forward to supporting any project that helps us achieve the goals found in our [Five-Year Plan](#), that reflect and embrace our [four Interpretive Themes](#), and shows the capacity for impact and reach across the CCHA!



- *Crossroads of Place*
- *Crossroads of Culture*
- *Crossroads of Struggle for Equality and Freedom*
- *Crossroads of Social Change*

Deliverables

Deliverables/ Products: (300 Words) *

Describe the deliverables or products that will result from the proposal. A bulleted list is acceptable. If this project is an event, what is the anticipated audience size and demographic? What is the heritage tourism benefit? How will the deliverables or products be marketed to your audience?

What are you proposing to do?

This is where you tell us about the incredible event you are planning, how many people you think will attend, or how many brochures or signs you will produce. This is where you can also share the anticipated heritage tourism benefit of your project.

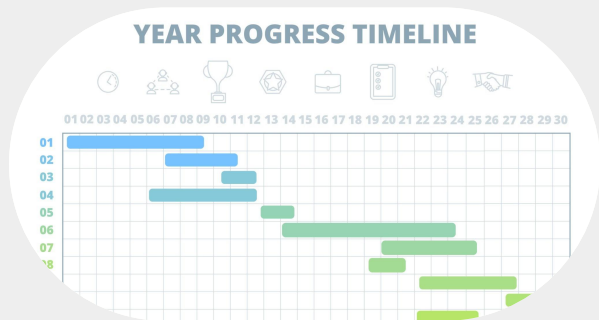


Don't Forget to Include

- Who is your audience?
- How will you market your product or event?



Moving Right Along...



Schedule/ Timeline

Provide a timeline or schedule (either narrative or timeline) for the project.

Include the primary actions or milestones needed to complete the work with estimated start and completion dates for each task (using month and year from November 7, the grant award).

Key Team Members or Staff

List the key people who will conduct the project, event or activities

Briefly describe their qualifications & upload their resumes or qualifications

If you are partnering with another organization include them here.



Measurable Results

- How will the success of this proposal be measured?
- Share your plans for evaluation and/or assessment.
- Consider tangible and intangible results.
 - *Think about impacts that extend beyond the proposed program or grant period!*



Budget

*Don't Be Overwhelmed, just go line by line and
ONLY fill in what it is asking for.
DON'T over think this part!*

1. **Mini-Grant Funds Requested-** How much are you asking for? This is based on real numbers (cost estimates) not how much you “think” it might cost.
2. **Proposed Cash Match-** How much are you matching with real money. This can be money in the bank, donations, other grant awards, etc. but it CANNOT be MD State Grants.
3. **Proposed In-Kind Match-** This could include staff or consultants you pay to work on this project, or volunteer hours, etc.
 - a. The current volunteer rate is \$34.79/hour
4. **Proposed “Over-Match” (beyond the required 1:1)-** If this is part of a larger project, you can show that here.
5. **Total Project Budget-** You do not need to do anything here, the system will automatically calculate everything.

GRANT REQUEST AND PROJECT BUDGET

1.

Mini-Grant Funds Requested *

Enter a number between \$500 and \$5,000

Amount of Match Proposed

Proposed CASH Match *

2.

3.

Proposed IN-KIND Match *

4.

Proposed “Over-match” (beyond the required 1:1)

5.

TOTAL PROJECT BUDGET *

\$0.00

Itemized Project Budget

Itemized Project Budget *

List and explain all expenses for the project below- one item per line.

Click the plus (+) sign at the end of each line to add more rows as necessary. Up to 12 items can be added.

*In (Narrative/ Details), explain how you arrived at the budget amount per item; e.g. Contractor X: # Hours @\$XX/ rate; or "See written estimate for services." ****PLEASE** double check your math!***

Project Item	Narrative/ Details	Mini-grant Funds Requested (\$)	CASH Match (\$)	IN-KIND Match (\$)	"Over-match" (\$)	Total Item Cost (\$)
Project Mar	\$25/hr for 100 hrs					<input type="text"/> +

Match Source and Documentation *

Itemize your proposed matching sources below.

To Add
More
Lines
Click the
+

What is Necessary to Make Your Project Happen? Each "Thing Needed" is a Project Item

- **Project Item**
- **Narrative:** Explain her how how you arrived at budget amount. *(Consultant Bob: 100 hrs @ \$25.00/ hr or See attached my estimate from a designer and printer.)*
- **Mini-Grant Funds Requested-** Is this item being paid for by the grant? List the amount.
 - *You can split an item's cost between multiple columns.*
- **Cash Match-** how much is being provided? If none, put 0
- **IN-Kind Match-** How much is being used? If none put 0
- **Over-Match-** Not required, but if you have any, put the amount here
- **Total Item Cost-** how much does the Item cost (add all the (\$) columns together)



An Example

Itemized Project Budget *

List and explain all expenses for the project below- one item per line.

Click the plus (+) sign at the end of each line to add more rows as necessary. Up to 12 items can be added.

*In (Narrative/ Details), explain how you arrived at the budget amount per item; e.g. Contractor X: # Hours @\$XX/ rate: or "See written estimate for services." ****PLEASE**** double check your math!*

Make Sure You Do This!

Project Item	Narrative/ Details	Mini-grant Funds Requested (\$)	CASH Match (\$)	IN-KIND Match (\$)	"Over-match" (\$)	Total Item Cost (\$)	
Project Mar	\$25/hr for 1	2500	500	0	0	3000	⊕ ⊖
John Q Con	\$25/hr for 10 hours					250	⊕ ⊖

*You Can Split an Item's Cost Between
Multiple Columns!*

Match Source and Documentation

Match Source and Documentation *

Itemize your proposed matching sources below.

Click the plus (+) sign at the end of each line to add more rows as necessary. (See FY 26 mini-grant presentation for guidance on match requirements and acceptable documentation [🔗](#)).

Amount of Match	Cash or In-Kind	Source of Match	Status: (Committed or Pending?)
5000	5000	In-Kind & Cash	5000 (+)

If you have documentation proving your match or commitments, upload those files [HERE](#)

Itemize Your Proposed Matching Sources

Mini-Grants require a 1:1 Match. It can be a Cash Match , an In-Kind Match, or any combination of the two.

You will need to provide documentation of your Cash Match in the form of bank statements, signed grant awards, donation agreements/pledges, etc. These do not need to be “in hand”, however, an explanation of when they are expected and how funds are being procured needs to be explained.



A Few Additional Thoughts



Professional Volunteer

If you have a Board Member or Volunteer who is an expert in their field and donating their services for your project at their professional rate, they must provide you with a document, such as an invoice, that states their professional rate and the hours or amount they are donating to your project or organization.

Indirect Costs

Nonprofits may include 10% Indirect Costs in your budget

This would go in the Grant Funds column **ONLY** -- it is included as 10% of total request

Staffing

Grant funds can pay for a consultant, not staff.

Staff time may be counted for match, but only for time solely dedicated to the project.

Board members cannot be paid for their work or services – not even as a consultant

NEW THIS YEAR!

Advance Amount Requested- Not to Exceed 40% of Mini-Grant Funds Requested

In recognition that some organizations may not be able to achieve project goals utilizing a reimbursement budget, we are offering a case-by-case evaluation to receive a portion of the grant (not to exceed 40%) upon execution of a grant agreement. Choosing this option in the application will not adversely impact your application.

Money Upfront? That is A Change!



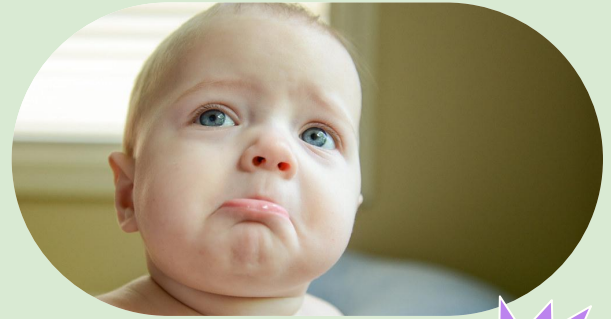
NEW

Yes! Up to 40% of Your Budget

You may ask for up to 40% of your Budget upfront this year - instead of waiting til the very end for a reimbursement. We have made this change to help smaller organizations that may not have the capacity to secure and pay up-front for consultants, contractors, and other services needed to make your project a reality.

There Has to Be A Catch

No, There is no catch. Your application will be assessed like all others. Prior to dispersal you will be asked why you require the advance. If the grant review committee agrees, those funds will be released upon the full execution of the Grant Agreement.



NEW

Midway Progress Report

Every Grant recipient will need to submit a midway-report this year. Just a quick email to tell us you are making progress according to your agreement.

If your project is not making progress at the midpoint, we want to help you get it back on track! If there is not credible progress or a good reason for delays, your grant could be in jeopardy.

Dear Grant Administrator, Dear [Ms. Cox]

Letter of Support

101



While Letters of Support are not required, they do show community, partner, political, and outside party support. It helps make the case that your project is really special and needs to be funded.

(Not a bad thing when funding is tight!)

1. Get the email address of the appropriate individual to write the LOS;
2. Write a sample letter for them that includes to whom the letter should be addressed – and share a few key points about your project;
3. Contact them, make the request, tell them when it is due, tell them the name of project, and attach the draft letter.



Approval Process

By Nov. 7,
2025

GRANT MANAGEMENT

VETTING

WRITING

ACCOUNTING

MONITORING

REPORTING

Pre-Award

YOU ARE
HERE

Post-Award

Application
management

Financial tracking
and reporting

Operational delivery
and reporting

All Applications Are Reviewed by a Grants Committee



Congratulations! You Are Approved!

Upon email Notification of Award (November 7), Your project (and spending!) may begin.

Your Grant Agreement will be sent to you by email in the next few days.

A score is given to each grant which allows the reviewers to rank them and make their decisions.

While we always hope to be able to fund all grants fully, to ensure the limited funding can have the most impact for all of the worthwhile projects, partial funding is a strong possibility.



Grant Agreement

It is a LEGAL document. Read it and note all requirements!

Complete your Grant Agreement within 30-days. **Not doing so may result in your grant award being rescinded.**

During Your Project Don't Forget To-



You can begin Activities and Spending Upon Notification, Nov 7, 2025. (but not before!)



Keep Track of Your Expenditures: Copy/ Scan and keep all invoices and receipts in one place



Keep Track of Your Staff and Volunteer Time
(Spreadsheets... and discipline... are your friend)



Set A Halfway Point: How Are You Doing? Are You on Track?

(NEW THIS YEAR. We will email you & ask for a mid-project update!)



Contact Us via email or call about ANY Changes in Activity, Budget, and Timeframe.



Include the [Chesapeake Crossroads Heritage Area](#) and [Maryland Heritage Area Authority](#) by placing logos on all print, signs and media.



Invite us to your opening or event, send us press releases and photos. Also acknowledge us as a supporter.



Check out the Final Grant Report Package on the Mini Grants webpage when you are ready to close out your project.

FINAL REPORTS will be Submitted ONLINE for FY26.

How Do I Get The Money?

1.

Complete your project, including all expenditures.

2.

Meet all requirements in Grant Agreement.

3.

Give Credit, Use [Logos](#) on Printed Materials, Invite Us to Opening, Acknowledge us

4.

Fill Out the online Final Report Form, including Budget with “Actual” figures

5.

Assemble (scan) copies of all invoices and receipts

6.

Include documentation of volunteer time

7.

Create an invoice requesting your final payment.

8.

Copy all receipts, write line item name clearly on each one – i.e., Consultant, Equipment, Printing, etc. – relates to Budget Line Items – we need this because we must check against your Actual Budget

Questions or Concerns? We are Here to Help



Good Luck!

We know that everything is more expensive these days. The State Block Grant that the Mini-Grants are funded through has not changed in over 20 years despite ongoing efforts to increase the amount. Applications will be reviewed based on the greatest impact and reach- keep that in mind as you are writing!

Do You Want Help or Feedback on Your Application?

We are Happy to Help! Just email Jane Cox or Lisa Robbins at: grants@chesapeakecrossroads.org or call 410.222.1805

Ready to Take the Quiz!???

Click Here to open the google form!

Its only 5 questions

