



## **APPLICATION INSTRUCTIONS**

### **About This Application**

For copies of these instructions and the application, visit <http://www.pgplan.org/grants> or call 301-952-3680. Hearing/Speech Impaired: Maryland Relay 711. Interested participants will have four virtual grant workshops to choose from.

#### **GRANT WORKSHOP DATES:**

Tuesday, July 7, 2026	2:30 p.m.–4:00 p.m.
Saturday, July 18, 2026	9:30 a.m.–11:00 a.m.
Tuesday, July 21, 2026	9:30 a.m.–11:00 a.m.
Wednesday, July 22, 2026	6:00 p.m.–7:30 p.m.

#### **GRANT WORKSHOP MEETING INSTRUCTIONS:**

All workshops will occur online via Microsoft Teams.

**For participation links and dial-in numbers, please complete the registration form at <https://pgplan.org/historicgrantworkshop>**

Please register at least one business day before your workshop.

### **DEADLINE**

The application period is from July 1 to August 28, 2026. Staff will then review applications for errors and omissions. Applicants will have the opportunity to submit a revised final application by September 11, 2026. **You must apply by the August 28th deadline for your final application to be considered. No new applications will be considered after August 28, 2026.**

### **INTRODUCTION**

The Historic Property Grant Program is administered under the Annotated Code of Maryland, Land Use Article, §26-101-107 by the Historic Preservation Section, Prince George's County Planning Department on behalf of the Prince George's County Planning Board. The program's purpose is to assist in the protection, preservation, and enhancement of historic properties through the award of historic property grants. Individual grant awards can be up to \$50,000.

### **ELIGIBLE PROPERTIES**

Eligible properties must be in Prince George's County and must be designated a County Historic Site *or* listed in the National Register *or* qualify as a contributing property within a National Register or local historic district. Properties determined to be eligible by the Historic Preservation Commission (HPC) or the Maryland Historical Trust for local or National Register listing are also eligible. Properties owned by The Maryland-National Capital Park and Planning Commission (M-NCPPC) are not eligible. If you are unsure of the property's status,

please contact staff at 301-952-3680 before completing the application. Applications for properties with outstanding permit violations or Prince George's County HPC violations will be disqualified, as will prior grant awardees from within the last two funding years and/or who have remaining unexpended grant funds.

### **ELIGIBLE APPLICANTS**

Eligible applicants include individuals, nonprofit organizations, and political subdivisions (incorporated municipalities). Neighborhood associations or groups without nonprofit status are not eligible. Applicants with outstanding Prince George's County permit violations or outstanding Prince George's County HPC violations will have their applications disqualified.

### **ELIGIBLE ACTIVITIES**

Grants will be awarded for the acquisition, preservation, rehabilitation, or restoration of historic property.

### **INELIGIBLE ACTIVITIES**

Ineligible activities include previously completed rehabilitation work or rehabilitation work that is underway, new construction (except for a reconstruction that recreates non-surviving portions of a property for interpretive purposes), landscaping (including the installation and/or maintenance of plant material, sidewalks, fences, walls, driveways, or water features except for the preservation of historic man-made objects or features), projects that do not conform to the Secretary of the Interior's *Standards for Treatment of Historic Properties*, and



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY**  
**Planning Department**

## HISTORIC PROPERTY GRANT PROGRAM



1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

## About This Application

## APPLICATION INSTRUCTIONS

projects required for compliance with federal, state, county, or municipal regulations to correct a violation.

### ELIGIBLE EXPENSES

Eligible expenses are those directly associated with the rehabilitation or acquisition of the property. Predevelopment costs necessary to prepare the application (such as fees for architectural plans and/or structural and/or conditions assessments) are not eligible.

### INELIGIBLE EXPENSES

Ineligible expenses are those expenses not directly associated with the rehabilitation or acquisition of the property. These include (but are not limited to) costs for acquisition, landscaping (including the installation and/or maintenance of plant material, sidewalks, fences, walls, driveways, or water features, except for the preservation of historic man-made objects or features), plaques, signage, archeology, insurance premiums, attorney's fees, and lending costs.

### SELECTION CRITERIA

The information the applicant provides in the application is used to evaluate and select projects for funding. See pages 4–5 for a detailed description of how applications are scored and how to address these scoring criteria. Grants are awarded on a competitive basis.

### STANDARDS

All work must conform to both the Secretary of the Interior's Standards for the Treatment of Historic Properties <https://www.nps.gov/tps/standards.htm> (or see page 6) and the Prince George's County Historic Preservation Ordinance and policies [https://library.municode.com/md/prince\\_george's\\_county/codes/code\\_of\\_ordinances?nodeId=PTIIT117PULOLAPRGECOMA\\_SUBTITLE\\_29PRHIRE](https://library.municode.com/md/prince_george's_county/codes/code_of_ordinances?nodeId=PTIIT117PULOLAPRGECOMA_SUBTITLE_29PRHIRE).

### MATCH

A minimum 10 percent match is required; in-kind matches of labor and materials are permitted. The match may consist of cash, donated services, or use of equipment. It may be raised and spent during the grant period. It does not have to be "in the bank" before the award of the grant.

### CONTRACT

Successful applicants are required to sign a contract agreeing to the conditions of the program before the grant is awarded. Timely execution of grant contracts allows M-NCPPC to encumber the money to fund the program. The contract must be signed and returned by award recipients within 14 days of receipt, or the grant will be withdrawn and awarded to the next qualified application.

### DESIGNATION

Properties awarded grants are required to be designated as Prince George's County Historic Sites, if not designated already. Historic Sites are subject to Subtitle 29 of the County Code, wherein exterior changes must be reviewed and approved by the Prince George's County HPC.

### EASEMENT

Grant recipients must convey a perpetual historic preservation easement on the property to M-NCPPC after the grant is awarded. The easement must be recorded in the County land records before any grant-funded work has begun. Thereafter, changes to the property must be reviewed and approved by M-NCPPC in perpetuity.

### COSTS ASSOCIATED WITH EASEMENT

If you are awarded a grant, the costs for property surveys, title certifications, mortgage subordinations and M-NCPPC attorney's fees for settlement will be paid for with a portion of your grant award, up to \$3,000. Costs greater than \$3,000 must be approved by the Planning Board. Closing costs for properties without mortgages average \$600. Closing costs for properties with one or more mortgages average \$1,100. A property survey can cost from \$300 to \$1,000. If you have questions about whether you need a property survey, please contact M-NCPPC staff at 301-952-3680. Applicants are advised to contact their mortgage lender(s) well in advance to ensure the lender's amenability to loan subordination. If you have tax liens/judgments against your property, these debts must be satisfied and releases must be obtained at your own expense before the easement can be recorded.



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY**  
**Planning Department**
**HISTORIC PROPERTY**  
**GRANT PROGRAM**


1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

## About This Application

## APPLICATION INSTRUCTIONS

### DISBURSEMENT OF FUNDS

Grant funds are *not* advanced to applicants. Reimbursements will be made only after the award recipient has conveyed a perpetual historic preservation easement to M-NCPPC. Funds will be reimbursed upon receipt of acceptable paid invoices (as determined by M-NCPPC staff) and photo documentation of completed work. All work is subject to inspection by M-NCPPC staff. Reimbursements will be made only for expenses incurred; if your project costs are less than your award the balance will be absorbed back into the program.

### TIME FRAME

The easement must be recorded within 18 months of the signing of the grant contract. Projects must be completed within two years from the later of these two dates: the date the easement is recorded or the date the grant contract is executed. Grant work cannot be initiated until the grant contract is signed and the easement is recorded, which can take 8–12 months from the application period, sometimes longer depending on the specifics of the property.

### LICENSES

Capital grant-funded work must be performed by licensed contractors. Contractors must be approved by M-NCPPC and must have demonstrated preservation skills and/or experience as applicable.

### CITATION

Any materials or publicity produced in relation to the project must include the following citation for capital grants: "Funding for this project was provided in part by The Maryland-National Capital Park and Planning Commission, Prince George's County, with the recommendation of the Prince George's County Historic Preservation Commission."

### HOW TO COMPLETE THE APPLICATION

The application can be completed and saved on a personal computer using Adobe Acrobat Reader DC, which is available at no cost on the internet. **The application and accompanying materials must be submitted electronically.** To send the application, you can utilize FTP servers, cloud storage services (Dropbox, Google Drive, Microsoft OneDrive, etc.), or attachments via email. **If you need to send multiple emails due to attachment size, follow these steps:**

- Use the same subject line on all messages so they can easily be grouped,
- Clearly label attachments,
- Provide a list of attachments in the body of your first email.

This allows staff to confirm receipt of all intended attachments, or quickly discover missing files. **Hard copies of applications will not be accepted. Completed applications must be sent by 11:59 p.m. Eastern Time on August 28, 2026, to [HistoricPreservation@ppd.mncppc.org](mailto:HistoricPreservation@ppd.mncppc.org).**

**Please reference "Historic Property Grant Program Application" and your historic property's name or street address in the email subject of your submission.** If you have questions about the application, call 301-952-3680. Staff will review applications for completeness after August 28, 2026. Applicants will be notified of any omissions and can resubmit a revised application by September 11. **No new applications will be accepted after August 28, 2026. Revised, final applications must be sent by 11:59 p.m. Eastern Time on September 11, 2026.**



## Completing the Application

## APPLICATION INSTRUCTIONS

### 1. NAME AND LOCATION OF HISTORIC PROPERTY

Provide the historic and/or the current name of the property (many historic properties have names such as “The Smith Building;” if your property has no name, write n/a) and the street address, city, and ZIP code.

### 2. PHOTOGRAPHS

In addition to a character-defining photograph of the property attached to/inserted on the front page of the application, submit no more than 6 one-sided pages of high-resolution images that document the property and the portions of it related to your project. **Each page must be labeled with the name and address of the property, the date the photos were taken, and a brief description of what each photo captures (e.g., “east side” or “close-up of chimney”).** [See page 12](#) of these instructions for an example of photo submissions.

Other image documentation might include copies of historic photographs, if available/applicable. All images submitted become the property of M-NCPPC and may be used by M-NCPPC to publicize its programs and activities via print and the internet. Photos can be smaller than 4 x 6 but should be good quality.



You are photo-documenting the property and project for people who are unfamiliar with them. Photos help explain your property and project.

### 3. AMOUNT OF FUNDING REQUESTED

Provide the amount of funding (up to \$50,000) you request. This number must be identical to the Total Grant Request in your budget. This number is not your “Total Project Cost.” Do not request more than \$50,000. Please note that the Grant Committee and other reviewing bodies reserve the right to reduce grant awards from the total request by any amount deemed necessary to allow for greater distribution of funds in a given grant cycle.

### 4. APPLICANT INFORMATION

Provide the name, address, direct telephone number, and direct email of the applicant. It is very important to have a designated person who can provide timely responses to inquiries from staff. Complete this section even if the owner and applicant are the same. Select the applicant’s relationship to the property from the drop down menu.

### 5. PROJECT DESCRIPTION

Provide a succinct description of the work to be performed and how the proposed work addresses the current condition of the property.

**For example:** *“The exterior brick walls will be repainted with a lime-based mortar that is compatible with the original mortar in composition, color, and consistency. The windows will be scraped, receive a new glazing compound, and be repainted. Storm windows will be added to the north side. The existing slate roof is an inferior type of slate, and the slates are heavily delaminated. It will be replaced with a new slate roof. The slates will be nearly identical in appearance to the original. Where water damage has occurred on the interior, the plaster will be selectively repaired, and the ceilings and walls repainted. The porch will be reconstructed based on an early 20th-century photograph of the property. Except for the slate roof, which has reached the end of its serviceable life, all original or early materials, such as the brick, windows, and interior plaster, will be restored rather than replaced.”*



Your project may not be as extensive as this example. The example is meant to show the detail needed for several different types of rehabilitation and restoration issues.



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY**  
**Planning Department**
**HISTORIC PROPERTY**  
**GRANT PROGRAM**


1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

## Completing the Application

## APPLICATION INSTRUCTIONS

### 6. BUDGET

An important purpose of the budget is to evaluate the administrative capability of each applicant. A sample detailed work-cost breakdown is provided on the following page. Your budget must be specific to your project. To provide for an equitable countywide distribution of grant funds, the Planning Board may make grant awards smaller than the amount requested. Your project should be broken out into separate work items if there is more than one.

In the example below, since the total grant request is \$40,500, the 10 percent match must be at least \$4,050. To check if your proposed match is sufficient, subtract the Total Grant Request (\$40,500) from the Total Project Cost (\$45,600). The result in this example is \$5,100, which is at least 10 percent of \$40,500. The match is sufficient.

WORK ITEMS	GRANT	APPLICANT CONTRIBUTION (10% MATCH)			TOTAL PROJECT COSTS
		CASH	IN-KIND	DONATED	
Masonry repairs and repainting	\$5,500	\$1,500		\$100	\$7,100
Window repairs	\$11,000		\$1,100		\$12,100
Slate roof replacement	\$24,000	\$2,400			\$26,400
<b>TOTAL GRANT REQUEST</b>	<b>\$40,500</b>	<b>\$3,900</b>	<b>\$1,100</b>	<b>\$100</b>	<b>\$45,600</b>



Award recipients are not required to pay out-of-pocket for any settlement costs for the easement. If you would like to pay the settlement costs yourself, you may do so and count them toward your 10 percent match requirement. The 10 percent match may be met at any time during the two-year reimbursement period, but before final reimbursement. You may have to pay out-of-pocket costs for a property survey to define the area of land to be placed under easement; the cost of the survey is reimbursable once the easement is recorded or can be counted toward your match.



### **ABOUT CONTRACTOR ESTIMATES**

“Sweat equity” is not a reimbursable expense. You must support your grant request costs with estimates/bids from professionals. Obtain as many bids as you like to compare price vs. value but **choose only one for each work item** and attach a copy directly after the budget page in your application.

Grant reviewers are professionals with architecture, building trade, and preservation/restoration expertise. Applications with budgets unsupported by estimate(s), or that have unrealistic estimate(s), are likely to score poorly. Remember, the grant awards are competitive. Include estimate(s) directly after the budget page.



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY**  
**Planning Department**
**HISTORIC PROPERTY**  
**GRANT PROGRAM**


1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

**Funding Priorities and Selection Criteria**
**APPLICATION INSTRUCTIONS**

The following 12 criteria, grouped into three categories, are used to rate and rank projects for funding, on a competitive basis. A maximum of 100 points is available. Applicants are not asked to address criteria in shaded boxes.

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
<b>HISTORIC PROPERTY 0–40 points</b>		
<b>Historic and cultural significance of the resource(s)</b>	What is the historical and cultural significance of the property? Is its historic fabric intact or has the character been eroded?	0–10 points
<b>Urgency of need for financial assistance</b>	Is the property at risk because of development or deferred maintenance? Is there a special window of opportunity for the applicant to acquire or rehabilitate this property?	0–5 points
<b>Historical and cultural diversity</b>	The extent to which the property would expand the cultural/historical diversity of properties within the current funding year.	0–5 points
<b>Diversity of resource types</b>	The extent to which the property would expand the diversity of resource types within the current funding year.	0–5 points
<b>Equitable countywide distribution of funds</b>	The extent to which the project would contribute to the equitable geographic distribution of the grant funds across the County within the current funding year.	0–10 points
<b>Sustainable Communities</b>	Properties located in Sustainable Communities in Prince George's County (as defined by the Maryland Department of Planning) receive five points.	0 or 5 points
<b>PROJECT 0–35 points</b>		
<b>Retention of historically significant material or details</b>	If the property has more extensive and/or original materials, features, and finishes, is extra effort being expended in their retention?	0–15 points
<b>Provision for long-term resource preservation</b>	How much concrete action is being taken in this project that will protect the property?	0–15 points
<b>The extent to which the project could stimulate or promote other preservation activities</b>	Will the project stimulate or prompt other preservation projects or programs in the community or the County?	0–5 points
<b>PROJECT MANAGEMENT 0–25 points</b>		
<b>Readiness to initiate and complete the project</b>	Can the project begin and finish on schedule? Will the applicant's financial commitment be in hand when needed?	0–10 points
<b>Administrative capability</b>	Does the applicant demonstrate a thoughtful and orderly approach to organizing information? Is the proposed project well-presented and does it meet the goals of the program?	0–10 points
<b>Demonstrated community interest and support</b>	Has the local community demonstrated interest in the project through letters of support?	0–5 points



## Funding Priorities and Selection Criteria

## APPLICATION INSTRUCTIONS

### 7. HISTORIC AND CULTURAL SIGNIFICANCE OF THE RESOURCE(S) (0–10 POINTS)

This is your chance to stress the unique qualities of your historic property. If your property is already a Prince George's County Historic Site, a good place to start is the 2011 *Illustrated Inventory of Historic Sites & Districts* and/or the property's Maryland Inventory of Historic Properties survey form, available at <http://mht.maryland.gov/digitallibrary.shtml>. Both are available online or through the Historic Preservation Section office. If your property is listed in the National Register of Historic Places, is a contributing property to a National Register Historic District, or to a Prince George's County Historic District, make sure to point that out. Make sure to highlight the cultural significance of your property as well.



Make sure to highlight any historic and cultural diversity that may be embodied by your property.

If your property has not been documented, you must do your own research. Provide the date of the property's original construction, if known, or give an approximate date. State the approximate dates of any major alterations or additions. For example, "Kitchen wing added c. 1890. Barn constructed c. 1910." Describe what you believe is historically and culturally significant about the property.

**For example:** *"Although built as a residence, it was used as a school briefly in the early part of the 20th century. During the 1940s and 1950s, it was the home of the popular author Jane Smith."*

### 8. URGENCY OF NEED FOR FINANCIAL ASSISTANCE (0–5 POINTS)

Describe how the property may be endangered or whether there is a unique window of opportunity to undertake the project at this time, such as the availability of additional funding. Note that decisions concerning grants shall be made without regard to the financial status or annual income of the applicant. (Annotated Code of Maryland, Land Use Article, §26-105(f)(1).)



The remaining 0–25 points (out of 40) will be awarded for criteria that are property-based rather than project-based; applicants cannot affect their status:

- Historical and cultural diversity of the property (0–5 points)
- Its diversity as a resource type (0–5 points)
- The equitable countywide geographic distribution of properties (1–10 points)
- Whether or not a property is located within the boundary of a Maryland Department of Housing and Community Development "Sustainable Community"

Led by the Planning Department, the Sustainable Communities Program is a place-based designation offering a comprehensive package of resources that support holistic strategies for community development, revitalization, and sustainability. The 2010 *Sustainable Communities Act*, which enables the program, defines Sustainable Community Areas as places where public and private investments and partnerships achieve:

- The development of a healthy local economy,
- Protection and appreciation of historical and cultural resources,
- A mix of land uses,
- Affordable and sustainable housing and employment options,
- And growth and development practices that protect the environment and conserve air, water, and energy resources, encourage walkability and recreational opportunities, and where available, create access to transit.

For more information and a list of all DHCD-approved Sustainable Communities in Prince George's County, please visit <https://pgplan.org/sustainable>.



## Funding Priorities and Selection Criteria

## APPLICATION INSTRUCTIONS

### 9. RETENTION OF HISTORICALLY SIGNIFICANT MATERIALS OR DETAILS (0–15 POINTS)

If the property has more extensive and/or original materials, features, and finishes, is extra effort being expended in their retention? If it is, explain how it will be accomplished.

### 10. LONG-TERM PRESERVATION (0–15 POINTS)

Describe what concrete actions are being taken in this project to protect the property. For example, replacing a deteriorated roof will contribute more toward the long-term preservation of the property than painting the dining room.



Consider carefully what projects make a good historic property grant application. Ordinary property maintenance, however expensive or necessary, does not automatically make a strong grant project that could compete successfully against other—perhaps more compelling—projects.

### 11. THE EXTENT TO WHICH THE PROJECT WILL STIMULATE OR PROMOTE OTHER PRESERVATION ACTIVITIES (0–5 POINTS)

The extent to which a given project will stimulate or promote other preservation activities is often embodied in the project and property itself, and this will be determined in the overall review of your application. However, if you can demonstrate that your project will accomplish these goals in a specific way, please describe it under this criterion.

### 12. PROJECT READINESS (0–10 POINTS)

Describe your readiness to initiate and complete the project. Do you have the funds necessary to begin immediately? Are you ready to start? Do you have a clear title to the property?

### 13. ADMINISTRATIVE CAPABILITY (0–10 POINTS)

Do you have previous experience managing preservation or rehabilitation projects? Are you a good manager and/or bookkeeper? Have you hired/managed contractors previously? Have you applied for and received other grants that you administered successfully?



Administrative capability is not only shown by a good response to Question 13; it will also be displayed throughout the entire application. A high score in Administrative capability will be given for well-ordered applications where every question has been answered, the budget is fully detailed, each photo is labeled correctly, and every extra important piece of information has been provided. Remember, the grant awards are competitive.

### 14. DEMONSTRATED COMMUNITY INTEREST AND SUPPORT (0–5 POINTS)

This is your chance to show that others are involved or interested in your project. You can ask your mayor, senator, delegate, County Council representative, or other community leaders to provide support via a letter. Please list no more than five.



It is unnecessary to obtain five letters of support to achieve five points. Fewer, meaningful support letters (such as those from community leaders and stakeholders) are better than many letters from relatives, neighbors, or parishioners.

### 15. CERTIFICATION

Read the conditions of the grant carefully. The applicant and property owner(s) must sign and date the application, and the owner(s) name, address, and contact information must be included.

### 16. CORPORATE RESOLUTION

If the applicant is anything other than an individual, such as a nonprofit, religious organization, or municipality, the person authorized to sign documents must do so under Section 16, and the person's full contact information must be included. The authorized officer's ethnic origin may be indicated as shown; it is not a requirement.



The Maryland-National Capital Park and Planning Commission


**PRINCE GEORGE'S COUNTY  
Planning Department**
**HISTORIC PROPERTY  
GRANT PROGRAM**


1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

## The Secretary of the Interior's Standards for Rehabilitation

## APPLICATION INSTRUCTIONS

The standards are neither technical nor prescriptive but aim to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. However, once a treatment is selected, the standards provide philosophical consistency to the work. The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction.

Rehabilitation, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated before work. Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character. For the full text and interpretive guidelines of the National Park Service's Secretary of the Interior's *Standards for the Treatment of Historic Properties* see <https://www.nps.gov/tps/standards.htm>.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that has acquired historic significance in its own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires the replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken so that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY  
Planning Department**

**HISTORIC PROPERTY  
GRANT PROGRAM**



1616 McCormick Drive, Largo, MD 20774 • [pgplanning.org](http://pgplanning.org) • Maryland Relay 7-1-1

## FAQs

## APPLICATION INSTRUCTIONS



### **WILL MY GRANT AWARD BE TAXED?**

Possibly. Consult your tax professional. Award recipients must complete IRS Form W-9 so that M-NCPPC can issue reimbursement payments from the grant award. **For each tax year in which reimbursement payments are made, M-NCPPC will issue the grant recipient an IRS Form 1099 to provide the total amount of payments made that calendar year.**

### **WHAT OTHER EXPENSES MIGHT GRANT AWARD RECIPIENTS INCUR?**

If you do not hold a clear title to your property, you may have to pay to correct it. Settlement fees paid from grant funds do not include costs necessary to obtain a clear title. Please see the Sample Preservation Grant and Easement Contract for details. Also, see "Costs Associated with the Easement" on Page 2 of this document.

### **I OWN MY PROPERTY THROUGH AN LLC (LIMITED LIABILITY COMPANY). AM I ELIGIBLE?**

Yes. LLCs and LLPs are eligible because they are considered individuals. Properties held in trust are also eligible.

### **CAN I USE GRANT FUNDS TO REHABILITATE OUTBUILDINGS ON MY PROPERTY?**

Yes, provided the outbuildings contribute to the historic significance of the property. For example, a garage constructed within the last 20 years is not a historic resource eligible for grant funds. M-NCPPC staff can make determinations of eligibility for these structures.

### **ARE HISTORIC PROPERTIES OWNED BY CHURCHES AND OTHER RELIGIOUS INSTITUTIONS ELIGIBLE?**

Yes; however, grant funds can be applied to exterior work only.

### **WHAT KINDS OF REHABILITATION/PRESERVATION EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT?**

Generally, costs directly associated with the project's historic preservation nature are eligible, specifically those related to the building envelope, structure, and systems. Costs not directly associated with the project's historic preservation nature or focused primarily on interior features are not eligible. Such ineligible costs may include but are not limited to, signage, landscaping, site work, and archeology.

### **HOW OFTEN CAN I APPLY?**

Grant recipients can apply every two years for a given property.



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY**  
**Planning Department**

## HISTORIC PROPERTY GRANT PROGRAM

1616 McCormick Drive, Largo, MD 20774 • [pgplanning.org](http://pgplanning.org) • Maryland Relay 7-1-1

## Glossary

## APPLICATION INSTRUCTIONS

### EASEMENT

A private legal interest conveyed by a property owner to a preservation organization or to a government entity. It binds both the current owner and all future owners in perpetuity to protect the historic character of the property subject to the easement. Grant recipients are required to donate an easement to M-NCPPC before funds are disbursed. Property owners may be eligible for a charitable contribution deduction from their federal income taxes for the value of the historic preservation easement.

### HISTORIC DISTRICT

A geographically definable area, urban or rural, that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. Districts may be locally designated by the **HPC** and County Council or by the National Park Service for listing in the **National Register of Historic Places**.

### HISTORIC SITE

Over 400 historic sites and 11 archaeological sites are protected by the Historic Preservation Ordinance of Prince George's County (Subtitle 29 of the County Code.)

### HISTORIC PRESERVATION COMMISSION (HPC)

The Prince George's County HPC, appointed by the County Executive, administers the provisions of the Prince George's County Historic Preservation Ordinance, and the County's preservation tax credit program. The HPC's responsibilities are to protect the historic resources, Historic Sites, and Historic Districts listed in the County Inventory of Historic Resources.

### M-NCPPC

The Maryland-National Capital Park and Planning Commission was created by the Maryland General Assembly in 1927 to develop and operate public park systems and provide land-use planning for the physical development of the great majority of Montgomery and Prince George's Counties.

### NATIONAL REGISTER OF HISTORIC PLACES

The list of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering, or culture maintained by the Secretary of the Interior under the authority of the National Historic Preservation Act of 1966.



The Maryland-National Capital Park and Planning Commission

**PRINCE GEORGE'S COUNTY  
Planning Department**

**HISTORIC PROPERTY  
GRANT PROGRAM**



1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

## Photo Submission Example

## APPLICATION INSTRUCTIONS



**NAME OF PROPERTY**

**ADDRESS OF PROPERTY**

**DATE PHOTOS WERE TAKEN**

Southwest (front) elevation from Main Street, looking northeast.



Window "A" from interior, north elevation, showing damaged and missing muntins in both sash which will be recreated.



East elevation. Portion of stucco removed to show original drop siding underneath, which will be restored.