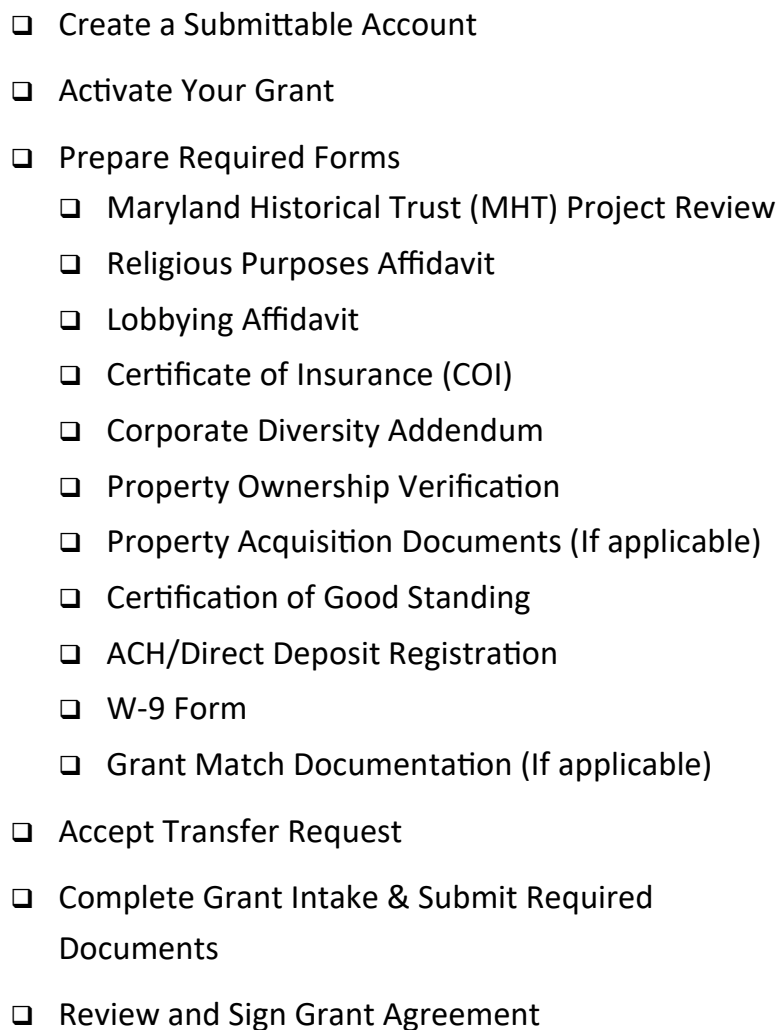




Intake Readiness Checklist

Before beginning the grant intake process, use this checklist to ensure you have completed all required steps and gathered the necessary documents. Being prepared in advance will help streamline your submission and avoid delays.

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- ☐ Create a Submittable Account
 - ☐ Activate Your Grant
 - ☐ Prepare Required Forms
 - ☐ Maryland Historical Trust (MHT) Project Review
 - ☐ Religious Purposes Affidavit
 - ☐ Lobbying Affidavit
 - ☐ Certificate of Insurance (COI)
 - ☐ Corporate Diversity Addendum
 - ☐ Property Ownership Verification
 - ☐ Property Acquisition Documents (If applicable)
 - ☐ Certification of Good Standing
 - ☐ ACH/Direct Deposit Registration
 - ☐ W-9 Form
 - ☐ Grant Match Documentation (If applicable)
 - ☐ Accept Transfer Request
 - ☐ Complete Grant Intake & Submit Required Documents
 - ☐ Review and Sign Grant Agreement