



## **Fiscal Year 2027 – Application Instructions** **Maryland Agricultural Education and Rural Development Assistance Fund**

The Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF), administered by the Rural Maryland Council (RMC), provides grants to rural-serving nonprofit organizations that promote statewide and regional planning, economic and community development, and agricultural and forestry education. Rural community colleges that support small and agricultural businesses through enhanced training and technical assistance.

MAERDAF’s goal is to increase the overall capacity of rural-serving nonprofit organizations and community colleges to meet a multitude of rural development challenges and to help them establish new public/private partnerships for leveraging non-state sources of funding. **For Fiscal Year 2027, the RMC is particularly interested in proposals that address the following focus areas:**

<b>Agriculture &amp; Forestry</b>	<b>Energy</b>	<b>Rural Broadband</b>	<b>Youth Engagement &amp; Leadership Development</b>	<b>Economic Development</b>	<b>Community Development</b>
<ul style="list-style-type: none"> <li>• Agricultural Education</li> <li>• Value-Added Food Systems</li> <li>• Forest Industry Development</li> </ul>	<ul style="list-style-type: none"> <li>• Combined Heat Power</li> <li>• Energy Efficiency</li> <li>• Biomass</li> </ul>	<ul style="list-style-type: none"> <li>• Rural Broadband Expansion Efforts, including municipal broadband</li> </ul>	<ul style="list-style-type: none"> <li>• Career Technology Centers</li> <li>• Youth Enrichment Programs, including summer programming</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship Ecosystem Development</li> <li>• Education &amp; Workforce Development</li> <li>• Regional Marketing Efforts &amp; Tourism Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Rural Transportation</li> <li>• Housing repairs</li> <li>• Housing counseling</li> <li>• Poverty Alleviation Efforts</li> </ul>

Regardless of the project area of focus, the Grant Review Board will consider any eligible application that is submitted.

### **Important Dates:**

- Grant Process Opening: Monday, April 20, 2026
- Call for Letter of Intent Deadline: Friday, May 15, 2026
  - *Grantees will be notified the week of June 8, 2026, on the Phase 1 decisions.*
- Full Application Deadline: Friday, July 10, 2026
- Awards announced the week of August 17, 2026

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### **Fact Sheet and Guidelines for FY2027 MAERDAF Grant Applicants**

- The MAERDAF grant process is a **TWO-PHASE ONLINE APPLICATION PROCESS**. Phase 1 consists of a Letter of Intent (LOI) format. The Grant Review Board will review these LOIs and determine whether an

applicant may move forward into Phase II. Phase II is by invitation only. Grant awardees will be announced in August.

- **ELIGIBLE APPLICANTS** must be a 501(c)(3) IRS tax designation or similar and serve a regional or statewide rural constituency. Trade associations are not eligible. The applicant does not have to be located in a rural area or in the area it serves.
- **ELIGIBLE PROJECTS** must serve **more than one** rural county and be completed between August 1, 2026, and June 30, 2027.
- **ELIGIBLE APPLICANTS** must be in “Good Standing” with the State of Maryland. To check your status, go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>.
- **STATE DESIGNATED RURAL COUNTIES:** Allegany, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Kent, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico and Worcester.
- **THE MAXIMUM GRANT AMOUNT** is \$45,000.
- **PREFERENCE IS GIVEN** to applicants who have secured matching funds (cash match preferred to in-kind) from non-state sources. Federal funds are considered matching funds. Locally serving community-based organizations have preference.
- **ONLY VERY MINOR CHANGES IN SCOPE** are allowed after a grant has been awarded. Some project timelines can also be modified.
- **UNUSED GRANT FUNDS MUST BE RETURNED** to the Rural Maryland Council before July 15, 2027.
- **PAST AND CURRENT GRANTEES ARE ELIGIBLE** for an FY2027 grant if they have met all the requirements of their previous grant agreements, including reporting deadlines.
- **THE MAERDAF GRANT REVIEW BOARD** comprises representatives appointed by six state agencies. Decisions are final and binding. Those agencies are the Rural Maryland Council Board Chair, the Maryland Department of Agriculture, Commerce, the Department of Health, the Department of Housing & Community Development, and the Department of Natural Resources.

### Application Process

#### ❖ **Phase 1: Letter of Intent Proposals – Due Friday, May 15, 2026, 11:59 pm**

- (1) Phase 1 of the RMC grant process consists of a Letter of Intent (LOI). The purpose of the LOI component is to summarize a project proposal from the organization that is applying for the grant.
- (2) Grant Applications will only be accepted through the RMC online grant portal, located by clicking this link- <https://www.grantinterface.com/Home/Logon?urlkey=ruralmaryland>. You can also access the portal from the RMC website under the Grant Opportunities Page. Simply click on the RMC logo icon to access the grant portal and create an account or access an existing account. Please have the following information on hand to create your organization’s account.

- (3) An email address will act as your username and you can make up your password. Please retain a record of your login information as you will need it in the future to access your in-progress applications and your online application history. If at any time you forget your password, simply click 'Forgot Password' and you can easily generate a new one.
- (4) It is recommended that you work on your project summary in Word or Google Docs and copy and paste it into the document once finalized. An application can be saved throughout the process.
- (5) The information needed for the LOI is the following:

### **Phase I**

- a. Grant Opportunity Selection – Choose the MAERDAF Grant program that fits best for your project:
  - i. The Maryland Agricultural Education and Rural Development Assistance Fund (**MAERDAF**) provides grants to rural-serving nonprofit organizations that promote statewide and regional planning; economic and community development; and agricultural and forestry education. Community colleges that provide enhanced training and technical assistance to support agricultural and small businesses are also eligible to apply. The goal of MAERDAF is to increase the overall capacity of rural serving nonprofit organizations and community colleges to meet a multitude of rural development challenges and to help them establish new public/private partnerships for leveraging non-state sources of funding.
- b. Choose your grant program focus area: Agriculture & Forestry, Energy, Rural Broadband, Youth Engagement & Leadership Development, Economic Development, Community Development, or Other
- c. Organization Mission Statement
- d. Is your organization a 501(c)3 as designated by the IRS?
- e. SDAT Organization Status Check
- f. Maryland Secretary of State Registration Check
- g. Organization's Jurisdiction
- h. Has your organization received grant funding from RMC in the past 5 years?
- i. If your organization has received grant funding in the past 5 years, you will select the awarded years.
- j. Organization's legislative district
- k. Project name, project point of contact name, project point of contact email, fiscal point of contact name, fiscal point of contact title, fiscal point of contact title, fiscal point of contact email, fiscal address.
- l. Grant amount requested – *Note MAERDAF grant funds **do not generally fund ongoing staff positions**, as these are considered unsustainable beyond the grant period. However, staff time may be included as part of indirect costs, up to a maximum of 15%. MAERDAF does allow funding for consultant services that are essential to the success of the project.*

- m. Total match
- n. Total project budget (grant amount + total match = project budget)
- o. Project start date and end date
- p. Project narrative (575 words or 1 page single-spaced)
- q. Project goals and anticipated outcomes
- r. Partnerships
- s. Rural geographic area served
- t. Region Served
- u. Population served
- v. Uploads
  - i. Tentative Goals and Measurable Objectives Chart
  - ii. Tentative Budget Submission

(6) Forms to complete and upload

- a. **Goals & Measurable Objectives Chart** - The purpose of this chart is to provide a clear and concise summary of the project’s goals and measurable objectives, assisting both the applicant in planning and the reviewer in evaluation.
- b. **Budget Submission** - The purpose of this form is to provide reviewers with a general understanding of the financial scope and key expenses associated with your proposed project.

*If selected to move forward to the Phase II application process, you will be required to complete and submit these forms again.*

❖ **Applicants of submitted proposals will be notified the week of June 8, 2026, by email of their grant status (accepted or declined). Accepted applicants will have access to Phase II- Full application process only. Grant Review Board decisions are final and binding.**

## Phase II

- (7) The Grant Review Board and RMC staff understand that changes may occur between Phase I and Phase II of the grant application process. For example, your budget may have changed, or maybe your focus area. You can make these changes on the full application.
- (8) Information needed for the Phase II – Full Application is the following:
  - a. Amount requested
  - b. Total cash match
  - c. Total project budget
  - d. Project narrative – Full application: Your LOI narrative will carry over into the full application. Additional space is provided to expand upon the information submitted in Phase I. (Maximum: 1,600 words or approximately 3.5 single-spaced pages.) Applicants are encouraged to further develop and strengthen their narrative in the full application.
  - e. Return on Investment (ROI) – Provide tangible benefits and value that the RMC investment will bring the project

- f. Project Summary - The project summary will be used to highlight your project in RMC grant related reporting. This should be one paragraph and contain information about your organization (e.g. mission statement), information about your project, and the project goals and outcomes.
- g. Managing For Results (MFR) - MFR is a strategic planning, performance measurement, and budgeting process that focuses on utilizing resources effectively to achieve measurable outcomes, accountability, efficiency, and continuous improvement in state government programs.

RMC has been reporting on Grantee MFR accomplishments since 2019. While grant projects are not required to meet every listed MFR, applicants are expected to provide information on those that are applicable. If an MFR does not apply to the project, entering "0" (zero) is an acceptable response.

- Matching Funds Secured
    - Match Breakdown: State Dollars Secured
    - Match Breakdown: Private Dollars Secured
    - Match Breakdown: Local Dollars Secured
  - Number of Jobs Created or Retained
  - Number of Loans Made
  - Number of Individuals Trained
  - Number of Individuals Served
  - Number of Individuals Reached
  - Number of Instructional Hours Delivered
  - Number of Research Projects
  - Number of Tools Created (e.g., survey and assessment instruments; training modules; toolkits and guides; data dashboards; software or applications; templates and checklists)
  - Number of Services Delivered
  - Amount of Funds Invested in Capital Items
- h. Project summary – The project summary will be used to highlight your project in RMC grant-related reporting. This should be 1 paragraph and contain information about your organization, information about your project, and the project goals and outcomes.
  - i. Project start date and end date
  - j. Population served
  - k. Rural geographic area served
  - l. Forms to upload - Applicants must use forms provided by RMC
    - i. Board I Commission I Town Councils Resolution Letter
    - ii. Goals and Measurable Objectives Chart
    - iii. Proposed Operational Budget and Linee-Item Budget
    - iv. Vendor/Cost Documentation Form
    - v. Evidence of Matching Funds
    - vi. Project Readiness Documentation
    - vii. Form 990

- viii. W-9 Form (the address on this form must match the address on the application for your organization)
- ix. IRS Determination Letter
- x. Strong Letters of Support and Materials – At least one current letter of support that is related to the proposal are recommended.
- m. Matching funds explanation
- n. Population served

❖ **Don't let your proposal be declared ineligible on a technicality:**

- Proposals received after the deadline will not be accepted and will be deemed ineligible.
- Proposals must be submitted electronically through the RMC grant portal.
- Email notifications that the form has been received will be submitted to the Applicant Point of Contact (POC) email addresses, provided on the form, upon submission. The POC should check their email regularly the week of June 8, 2026, for the RMC grant decision notification.

❖ **Administrative Requirement**

- The Rural Maryland Council will accept one application per organization for this grant cycle.
- The grant agreement must be fully executed and returned to the Rural Maryland Council (RMC) within ninety (90) days of the date it is initially issued to the Grantee for review. Grant agreements not received within this timeframe will be considered abandoned, and the award may be rescinded.

❖ **Application Resources**

- Visit RMC's Grant Opportunities website to access the grant portal, program instructions, and sample documents.
- 'Collaborator' Feature: The Collaborator feature allows applicants to work together on a single request. Once an applicant has started the grant process, they will see the Collaborate button at the top of the page. This can be used to invite other people to work on this request. Please see the tutorial on the online platform once the user creates an account. A tutorial is available on the application. Note that a "Collaborator" cannot submit the application.
- RMC Grant Writing Workshop – click [here](#) for the recording.

If you have any questions, please contact **Megan D'Arcy, Program Administrator at the Rural Maryland Council** at: [megan.darcy@maryland.gov](mailto:megan.darcy@maryland.gov) or 410-841-2744 (O) and 667-458-9101 (M)

*Thank you for applying!*