James R. Trader Cemetery Preservation Fund

The Trader Foundation for Maryland Burial Sites, Inc. was established in 2015 to help provide financial assistance for worthy cemetery projects in the State of Maryland. The Foundation's mission is to enable the advancement of physical cemetery preservation and the response to emergency situations and to prevent further desecration of endangered historic Maryland cemeteries by awarding grants directly to qualified parties. The Foundation raises funds for this sustainable grant program through donations and bequests. The Trader Foundation for Maryland Burial Sites invites applications for reasonable grant amounts.

Submission deadlines are January 1 and July 1 of each year.

Details of the Grant Funding

1. The project or program must benefit a specific burial ground within the State of Maryland.
2. Absent unusual circumstances, if the applicant does not own the cemetery which will benefit from the proposed activities, then the application must include a letter from the owner endorsing the project and confirming that the applicant has been granted access to the cemetery to conduct the project.
3. The Trader Foundation invites applications for a grant up to $3,000 per semi-annual grant period. Applicants may submit up to three applications within a five-year period, which total no more than $9,000.
4. Grant funds must be matched 100% by the grantee. At least one-third of the match must be in cash; the remaining two-thirds may be in-kind materials or services. All grant applications require an attached letter from each match donor confirming their contributions.
5. Grant decisions are made by the Foundation's Board of Directors. The Board reserves the option—based upon the quality of applications or availability of funds—to withhold funding of grant requests in any given grant cycle.
6. Grant funds will be disbursed in two halves, the first upon approval of the application and signing of the agreement. The second disbursement will occur upon completion of the project and submission of a final report, with a record of expenditures and the match.
7. Examples of eligible projects include gravestone conservation or restoration, protection of burial site from desecration by nature or by man, rescue of endangered site, documentation, cemetery clean-up, and planning for restoration. The criteria exclude maintenance of cemetery property; mowing, trimming, weeding, seeding, hedge cutting, etc., but the removal of tree limbs or entire trees is acceptable if they endanger grave markers.
8. Projects that are awarded grants will be featured on the Trader Foundation website showcasing before and after photos.
9. Applications that do not comply fully with the above requirements will not be considered for funding.
10. Project must be completed and the final report submitted before requesting another grant.
11. Grantees are encouraged to include the following statement in printed materials and interviews when describing your projects. This acknowledgment will make potential applicants, and the public, aware of the Foundation's mission and its commitment throughout Maryland. "Support for this project was provided by the Trader Foundation for MD Burial Sites, which assists cemetery preservation and those engaged in such efforts." and include the link to https://traderfoundationmd.org/.

Checklist for the Grant Application

The application consists of the cover page, proposal narrative, and a maximum of 3 attachments. Submit both a printed version to the mailing address below and a digital version emailed to traderfoundationmd@gmail.com.

The proposal narrative should include:

- ❑ Name of cemetery to be restored or protected, and range of burial dates
- ❑ Description of cemetery and its location
- ❑ Name and contact info of the owner, proprietor, or caretaker responsible for the cemetery. A signed letter of approval will be required.
- ❑ Brief history and statement of significance of the site or cemetery
- ❑ Description of the project, including timeline and implementation steps as needed
- ❑ Explanation of how this project relates to the applicant's mission and vision
- ❑ How applicant will preserve the improvement and sustain the outcome of this grant over time
- ❑ Description of community interest and support
- ❑ Background on the need for funds and urgency of the request
- ❑ Budget showing how grant funds will be used
- ❑ Proof that the requested amount was provided by an experienced, licensed, bonded, and insured contractor
- ❑ Explanation of applicant's match with cash and/or in-kind services
- ❑ A sufficient number of current photographs covering the property and work to be completed

Grant Application Evaluation

1. Potential overall benefit from, and long-term sustainability of, the project outcomes. (25 points)
2. Quality of the proposal narrative, including level of detail provided and clarity of the activities proposed to achieve the project objectives. (15 points)
3. Demonstrated administrative and technical capability of the applicant, including all proposed subcontractors and consultants, in completing successfully projects of comparable or greater scope. (15 points)
4. Relative historical and cultural significance of the burial site which is the subject of the project. (15 points)
5. Level of urgency of need for the project outcomes and external financial assistance to achieve them, and the readiness of the applicant to undertake the project. (10 points)
6. Achievability of successfully completing the project on time and within budget. (10 points)
7. Visibility of the project and its potential for stimulating or promoting other preservation activities. (10 points)

James R. Trader Foundation for Maryland Burial Sites, Inc.
509 Quince Orchard Rd., #345, Gaithersburg, MD 20878

Trader Foundation
FOR MARYLAND BURIAL SITES

James R. Trader Cemetery Preservation Fund Application

Cemetery name: _____

Town and county: _____

Name of applicant: _____

Owner of cemetery: _____

IRS 501c3 or 13 recognized: __ No __ Yes Federal ID number: _____

Dollar amount requested for this grant (Up to $3,000 maximum): $ _____

In one paragraph, summarize your request.

_____

_____

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_____

List all previous interactions with the Coalition to Protect Maryland Burial Site and/or the Trader Foundation, including visits, grants (amounts), projects, etc. _____

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To accompany this application:

- Proposal narrative (not to exceed 3 pages, including photographs)
- List of attachments (include no more than 3 documents pertinent to the application)
- Signed letter from the property owner approving all work listed in the application.

I hereby certify that the contents of this application are true to the best of my knowledge and agree to provide a written report of activities and expenditures to the Trader Foundation for Maryland Burial Sites upon completion of the project.

Name and Title: _____ Date: _____

Address: _____ Telephone: _____

Website: _____ Email: _____

Signature of Authorized Representative: _____

Application must be signed, mailed to the address below, and emailed.

____I have emailed a digital version of this application to **traderfoundationmd@gmail.com**.

____I have mailed a signed printed version of this application to **509 Quince Orchard Rd., #345, Gaithersburg, MD 20878**.