



## Rural Cemetery Operational Assistance Grant Information and Application Package

Red Deer County has grant funding available to rural **non-profit** community groups in the County who are operating a cemetery.

<u>Cemetery Size</u>	<u>Annual Grant</u>
Between 15-40 Plots	\$1,000.00
Between 41 – 60 Plots	\$1,750.00
Over 61 Plots	\$2,500.00

Please refer to the memo which has been posted along with this form on the website. The memo has additional information on deadlines and saving the application form.

### **Important Changes to Operational Grant Applications!**

To lessen some volunteer paperwork and time, this application is now in a three-year funding cycle (2019 to 2021). Budget expenses will be projected for years 2019, 2020, and 2021. Once this application, 2018 Accounting Form, and/or financial statements have been received and reviewed, 2019 funds will be forwarded. Funding for years 2020 and 2021 will be based on your previous year's Accounting Form, receipts, and/or financial statements. Accounting Forms and Contact Information will be required annually.

This grant may be used for general operational expenses such as grass cutting and general maintenance. Applications for the purchase or capital items, repair, maintenance or enhancement of the cemetery **will not** be considered under this program.

Eligible applicants should have status under the Societies Act or the Cemeteries Act. **Those applicants that do not have status shall indicate this on the attached application form.** Complete applications for funding are to be forwarded to the Community Services Department prior to **October 1st** of each calendar year. **A Financial Statement and complete list of board members must be included with this application package.**

Processing of applications may take up to **45 days**. Applicants will be notified through written correspondence regarding the status of their application. If you have any questions about this application, please contact the Community Services Department, Red Deer County, at 403.350.2150 or by e-mail at [sbolkkowy@rdcounty.ca](mailto:sbolkkowy@rdcounty.ca)

Please email to [sbolkkowy@rdcounty.ca](mailto:sbolkkowy@rdcounty.ca), mail or send via fax the complete application to:

### **Rural Cemetery Operational Assistance Grant**

Red Deer County  
38106 Rge Rd. 275  
Red Deer County, AB T4S 2L9

Fax: 403.342.8655



## Rural Cemetery Operational Assistance Grant

### Application Form

Date: \_\_\_\_\_

#### Grant Application Form

Red Deer County's objective in creating an Application form for the **Cemetery Operational Assistance Grant** is to simplify and standardize the granting process. **Please note that a budget is required for this application.** When applying for this grant, kindly provide the information requested below:

Cemetery Name: \_\_\_\_\_

Cemetery Legal Land Owner: \_\_\_\_\_

Cemetery Legal Land Location: \_\_\_\_\_

Number of Cemetery Plots: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ **POSTAL CODE** \_\_\_\_\_  
(All correspondence and cheques will be mailed to this address)

Contact Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Societies Act / Cemeteries Act: \_\_\_\_\_

Incorporation Number: \_\_\_\_\_

1. Is your cemetery providing burial plots to residents of Red Deer County? \_\_\_\_\_

2. If yes, how many burials have been done in the past year? \_\_\_\_\_

3. Provide a brief description of how grant funds will be utilized?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECTED BUDGETS – Years 2019, 2020, 2021:**

**CEMETERY BUDGET**

<b>EXPENSES:</b>		<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Bank Charges:				
Communications: (Telephone, postage, Fax bills)				
Insurance:				
Maintenance:	Parking Lot			
	Yard/Weeds			
	Equipment			
	Grass (mowing)			
Supplies:	Office			
	Computers/Printer			
Other Expenses:				
<b>TOTAL EXPENSES:</b>				

<b>REVENUE:</b> (List all revenue sources)		<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Grants: <b>(DO NOT INCLUDE RED DEER COUNTY GRANT)</b>				
Donations:				
Other:				
<b>TOTAL REVENUE:</b>				
<b>NET OPERATING COSTS:</b>				

**AMOUNT REQUESTED  
FROM RED DEER COUNTY:**

\_\_\_\_\_

**MANDATORY ATTACHMENTS**

- Financial Statement
- Complete listing of board members along with a daytime phone number and e-mail

**DECLARATION STATEMENT**

We, the two representatives, certify that this application is complete and accurate.

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403.350.2150

**Obligations Upon Receiving Grant**

Grant recipients will receive a Grant Agreement outlining the approved grant amount if applicable, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project / programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of Red Deer County to examine records to determine whether the grant funding has been used as intended and approved.

***Please be aware that upon approval and receipt of this grant, your cemetery board will be required to complete an Accounting Form.***