



Rural Cemetery Operational Assistance Grant

Information and Application Package

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

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

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 so 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 sbolkowy@rdcounty.ca

Please send or fax the completed application forms 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?

FINANCIAL REPORTING – Prior Year (2011):

CEMETERY BUDGET

EXPENSES:

Bank Charges: _____

Communications:
(Telephone, postage,
Fax bills) _____

Insurance _____

Maintenance: Parking Lot _____

Yard/Weeds _____

Equipment _____

Gas (mowing) _____

Janitorial _____

Supplies: Office _____

Janitorial _____

Computers/Printer _____

Other Expenses: _____

TOTAL EXPENSES: _____

REVENUE: (List all revenue sources)

Grants (estimate) _____

Donations (estimate) _____

Other (estimate) _____

TOTAL ESTIMATED REVENUE: _____

NET OPERATING COSTS: _____

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 undersigned representative (s) certify that this application is complete and accurate.

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

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 the attached accounting form.

For Office Use Only:	Meets Criteria ___ Yes ___ No
Approval:	Date: _____
	Date Paid: _____



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Accounting of Funds

Grant Accounting Form

This accounting form has been designed to assist Red Deer County in ensuring the grant funds are used according to the guidelines and that all funds distributed to each Cemetery Board are accounted for accordingly. Red Deer County requires that accounting forms be submitted by **December 31, 2012**.

Accounting Instructions:

The following information **must** be provided:

- List and **attach copies of all receipts** for maintenance work completed
- Signature of two board members

Cemetery Name: _____

Cemetery Legal Land Location: _____

Cemetery Board Contact Name: _____

Contact Address: _____

Contact Phone Number: _____

Cemetery Board Contact E-mail: _____

List of Expenses:	Amount \$

Signature of Cemetery Board Contact: _____

Signature of Cemetery Board Chairperson: _____

Note: Accounting Forms must be received by **December 31, 2012** at Red Deer County, 38106 Rge Rd 275, Red Deer, AB T4S 2L9 Tel: (403) 350-2150 Fax: (403) 342-8655