



Rural Cemetery Capital Project Assistance Grant Information and Application Package

Red Deer County has grant funding available to community groups who are maintaining a Cemetery in Red Deer County. This grant may be used for new capital projects including plot surveys, ground improvements, fencing, signage, etc.

Rural cemeteries are eligible for a **one-time grant of up to \$5,000.00 every three years for capital projects**. Complete written applications for funding are to be forwarded to the Community Services Department prior to **May 1st** of each calendar year.

Processing of applications may take up to **45 days**. Applicants will be notified through written correspondence regarding the status of their application. Refused grant applications are eligible for resubmission on the next calendar year.

Financial Statements, a complete list of board members, and supplier quotations and estimates must be attached to the grant application.

Eligible applicants should have status under the Societies Act or the Cemeteries Act.

If you have any questions about this application, please contact the Community Services Department at 403.350.2150 or by e-mail at sbolkowy@rdcounty.ca

Please send or fax the completed application forms to:

Rural Cemetery Capital Project Assistance Grant

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

Fax: 403.342.8655



Rural Cemetery Capital Project Assistance Grant

Application Form

Date: _____

Grant Application Form

Red Deer County's objective in creating an Application form for the **Rural Cemetery Capital Project Assistance Grant** is to simplify and standardize the granting process. When applying for this grant, please provide the information requested below.

Cemetery Name: _____

Cemetery Legal Land Owner: _____

Cemetery Legal Land Location: _____

Number of Cemetery Plots: _____

Societies Act / Cemeteries Act: _____

Incorporation Number: _____

Mailing Address: _____ Postal Code: _____

(All correspondence and cheques will be mailed to this address)

Primary Contact

Name and Last Name: _____

Daytime Phone Number: *(including area code)* _____

Alternate Phone Number: *(including area code)* _____

E-Mail Address: _____

Fax: _____

Alternate Contact

Name and Last Name: _____

Daytime Phone Number: (including area code) _____

Alternate Phone Number: (including area code) _____

E-Mail Address: _____

Fax: _____

Please describe in detail the work to be carried out and the need for this project.

What other grants have been applied for?

Estimated project start date: _____

Completion date: _____

PROJECT BUDGET

ESTIMATED EXPENDITURES (give detailed breakdown)

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL PROJECT EXPENDITURES

\$ _____

ESTIMATED REVENUE (List all sources of grants separately)

Grants: (please specify)

1. _____ \$ _____

2. _____ \$ _____

Donations or Fund Raising:

- 1. _____ \$ _____
- 2. _____ \$ _____

Goup Contributions to Project:

- 1. Cash \$ _____
- 2. Volunteer work \$ _____
 - a) Labour _____ hours @ \$12.00 per hour \$ _____
 - b) Equipment _____ hours @ \$ _____ per hour \$ _____

TOTAL ESTIMATED REVENUE \$ _____

TOTAL PROJECT EXPENDITURES \$ _____

LESS TOTAL ESTIMATED REVENUE \$ _____

NET PROJECT COSTS \$ _____

Amount Requested from Red Deer County \$ _____
(Maximum \$5,000.00)

MANDATORY ATTACHMENTS

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

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.

DECLARATION STATEMENT

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

Name: _____

Title: _____

Signature: _____

Date: _____

Name: _____

Title: _____

Signature: _____

Date: _____

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



Rural Cemetery Capital Project Assistance Grant

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, 2013**.

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 \$

List of Expenses:	Amount \$

Signature of Cemetery Board Contact:

Signature of Cemetery Board Chairperson:

Note: Accounting Forms must be received by **December 31, 2013** at Red Deer County, 38106 Rge Rd 275, Red Deer, AB T4S 2L9 Tel: (403) 350-2150 Fax: (403) 342-8655