



## **Rural Cemetery Capital Project Assistance Grant Information and Application Package**

Red Deer County has grant funding available to **non-profit** 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 [communityservices@rdcounty.ca](mailto:communityservices@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



## 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)**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL PROJECT EXPENDITURES</b>	<b>\$ _____</b>

**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 @ \$ _____ per hour	
b) Equipment _____ hours @ \$ _____ per hour	

**TOTAL ESTIMATED REVENUE** \$ \_\_\_\_\_

**TOTAL EXPENDITURES** \$ \_\_\_\_\_

**NET PROJECT COSTS (EXPENDITURES LESS TOTAL ESTIMATED REVENUE)** \$ \_\_\_\_\_

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

**MANDATORY ATTACHMENTS**

- Financial Statement and/or Bank 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.

***A financial accounting statement of expenditures shall be required by Red Deer County after receiving the funds.***

**DECLARATION STATEMENT**

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

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

Title: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

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