



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 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 @ \$ _____ 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
- 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: _____