

# CEMETERY IMPROVEMENT FUND



## APPLICATION PACKAGE

### PURPOSE

To distribute funds towards local cemetery improvement projects. **Projects may be for upgrades, improvements and major equipment purchases that are outside the normal operating expenses or for annual operational assistance.** The overall vision of CVR is to build communities that:

- **Are attractive and vibrant**
- **Encourage active community participation**

Priority will be given to those projects focused on:



### FUNDING OVERVIEW

- Funds for the Cemetery Improvement Grant come from general revenues or other sources available to CVR.
- Projects will need to submit an application to Council that outlines the project, impact on community, budget, liability and risk management, operations, and maintenance of project
- Those that are approved will be required to show proof of project expenditure at the completion of the project and in order to receive the funds.

*Applications can be submitted directly to the*

*County of Vermilion River*

*Attention: Planning & Development Department*

*4912 50 Ave*

*Box 69*

*Kitscoty, AB ToB 2Po*

*email: [cmgirr@county24.com](mailto:cmgirr@county24.com) phone: 780.846.2244 or 780.853.5492 fax: 780.846.2716*

## DEADLINE TO APPLY: MAY 15, 2018

## CEMETERY IMPROVEMENT FUND APPLICATION

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### WHO CAN APPLY?

- Non-profit organizations/associations and communities that provide management services for a local cemetery within CVR boundaries.

### WHAT CAN THE FUNDS BE USED FOR?

- **CAPITAL PROJECTS:** Enhancements and upgrades to **existing** or construction of **new** infrastructure and facilities or the purchase of new major equipment that are deemed **relevant to the operation of the cemetery**
- **OPERATIONAL ASSISTANCE:** general annual operating expenses

### HOW MUCH CAN I APPLY FOR?

- **FOR CAPITAL IMPROVEMENTS:** Amount to be approved by Council
- **FOR OPERATIONAL ASSISTANCE:** \$250/cemetery

### HOW DO I APPLY?

- Applications are accepted once per year
- Complete the application form for **CEMETERY IMPROVEMENT FUNDS** and submit to CVR.

### EVALUATION CRITERIA

*All applications will be evaluated based on the following criteria*

<b>CRITERIA</b>
Is an agreement in place identifying the responsibility for maintenance of equipment and/or grounds?
Project budget, plan and location overview is submitted
Project shows long-term benefit to CVR residents or majority of residents in a CVR community
Commitment to CVR Goals: Sustainability, Diversity
Commitment to CVR Focus: Public Participation, Community Enhancement

## ORGANIZATION INFORMATION

<b>ORGANIZATION LEGAL NAME:</b>			
<b>MAILING ADDRESS:</b> (all correspondence and cheques will be mailed to this address): ADDRESS:			
TOWN:		POSTAL CODE:	
If Applicable: Website _____			
Circle if you use social media to support your facility/organization: Facebook    Twitter			
<b>CONTACT INFORMATION:</b>			
	<b>President/Chair:</b>	<b>Secretary:</b>	<b>Treasurer:</b>
<b>Telephone</b>			
<b>Cell</b>			
<b>Fax</b>			
<b>Email</b>			

<b>CEMETERY NAME:</b>
<b>LEGAL LOCATION / CIVIC ADDRESS:</b>
<b>REGISTERED HOLDER OF LAND TITLE:</b>
(attach a copy of Land Title if simpler)
<b>NUMBER OF PLOTS:</b> (attach a Plot Layout if possible)

## FUNDING REQUEST

<b>AMOUNT OF FUNDING REQUESTED</b>  <b>(NOTE: 2 Quotes must accompany Capital Project requests)</b>	<b>CAPITAL PROJECT</b> (if requesting capital funds, identify amount needed for project) <b>\$</b>	<b>OPERATIONAL ASSISTANCE</b> (up to \$250/year) <b>\$</b>
Describe what the Cemetery Improvement funds will be utilized for:		

## PROJECT BENEFITS

Provide an overview of the impact your project will have on the CVR Region and/or your community (100 words or less).

Have you received funds for cemetery improvements from CVR in the past? If yes, in what amount?

Do you anticipate requiring future funds (identify future projects and estimated funds required)?

If applying for a CAPITAL PROJECT, describe the long-term maintenance and operation of the Project? Who will be responsible, what costs will be associated with the project etc. Is there an agreement in place for the Project?

## OBLIGATION OF GRANT RECIPIENTS

Grant funding recipients will receive notification outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the specific items approved. At any time, grant recipients must permit a representative of the County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved. **Annual Year End Reporting will be required (due March 30 of the year following when funds are received).**

Grant recipients will be required to recognize funding received from the County of Vermilion River. Indicate below, what that recognition will look like.

### FUNDER RECOGNITION PLAN:

- On-site Signage (in consult with County)
- County Logo/Name in Agency Newsletter
- County Logo/Name in Advertising
- County Logo/Name recognized at a public event
- County Logo/Name recognized on Agency Social Media
- Other:

**FINANCIAL OVERVIEW OF REQUEST** (or submit your own financial plan on a separate sheet)

<b>REVENUE:</b>	
Fundraising	\$
Grants: Municipal – County of Vermilion River	\$
Other: (ie: Provincial Associations, etc.)	\$
Other:	\$
<b>TOTAL REVENUE</b>	<b>\$</b>
<b>EXPENSES:</b>	
New Construction: Infrastructure	\$
Renovations/Enhancements: Infrastructure	\$
Equipment Purchase	\$
Annual Operating Expenses	\$
<b>TOTAL EXPENSE</b>	<b>\$</b>
<b>PROJECTED SURPLUS (DEFICIT) \$</b>	

**DECLARATION STATEMENT**

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS APPLICATION CONTAINS A FULL AND ACCURATE ACCOUNT OF ALL MATTERS STATED WITHIN. FURTHERMORE, WE UNDERSTAND FULLY OUR OBLIGATION TO SUBMIT ANY REQUESTED FINANCIAL INFORMATION.

Name: (please print) _____	Title: _____
Signature: _____	Date: _____
Name: (please print) _____	Title: _____
Signature: _____	Date: _____

Note: requires up to two (2) authorized representatives from the applying agency to sign the application.

*The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive cemetery funding. 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 the municipal Council and may be published in a Council meeting agenda. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the local municipal office.*