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Policy Title Cemetery Grant Funding	Date: February 27, 2024	Motion No. [Category]

Policy Statement/Purpose:

Kneehill County recognizes that cemeteries are a vital part of local community history, culture, and well-being and as such encourages the involvement of the community in the care of these spaces. The purpose of this policy is to establish criteria and an approval process for the provision of financial assistance between Kneehill County and interested community members for the purpose of landscape improvements at Kneehill County owned cemeteries. Funding under this policy is to be designated at a 50-50 cost share between Kneehill County and the applicant up to \$4000, is intended as a one-time interim measure, and is not to be relied on as a continuing source of revenue.

Policy Guidelines/Procedures:

1. Cemetery Grant Funding is to be allotted to implement long-term infrastructure improvements at County owned cemeteries that fall outside of the general maintenance and upkeep already undertaken by the Kneehill County Parks and Ag Services department as per Cemetery Policy 2.1.
2. Cemetery Grant funding shall be limited to those applicants with a verifiable familial connection to internments at the cemetery where the grant funding is being applied at including:
 - 2.1. Individuals;
 - 2.2. Families;
 - 2.3. Non-Profit organizations, societies, or associates within Kneehill County.
3. Funding Allotment
 - 3.1. Improvement projects will be selected based on the order in which they are submitted, following approval of the application as complete by the Manager of Parks and Agriculture Services or their designee. The period for selecting projects will commence on January 1st of each calendar year.
 - 3.2. Grant Funding is approved on a 50% matching basis meaning the applicant(s) must contribute an amount equal to or exceeding the actual grant amount. The matching requirement may be met in the form of any combination of money, materials, or hired services. Volunteer labour, services, materials or equipment related to the project are also eligible and subject to the following stipulations.
 - a) The value of volunteerism for Community Grant is based on:
 - \$20.00/hour for unskilled labour;
 - \$35.00/hour for skilled labour;
 - Donated materials and professional services at verified fair market value; and
 - Donated heavy equipment (incl. operator) \$70.00/hour.



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b) Time and labour provided towards preparation of Cemetery Grant funding applications, committee planning meetings, fundraising and similar activities are not eligible for Cemetery Grants matching purposes.

3.3. Applicants will have a one-year period to use the funds and submit a final report to the County that includes copies of all receipts and full accounting.

3.4. Additional information or clarification may be requested before the approval of funds.

4. Improvement Specifications

4.1. All improvements must be approved by the Manager of Parks & Ag Services or designate before any on-site work is completed.

4.2. Improvements must be self-sufficient and require little to no additional care or long-term maintenance outside that done by the individual or group taking on the improvement for initial establishment. Care of any planted vegetation will remain the responsibility of the group or individuals for 5 years whereupon care and maintenance will become the sole responsibility of Kneehill County and fall into the general maintenance program as outlined in the Cemetery Policy.

4.3. Improvements must not encroach or infringe upon any existing, reserved, or future burial plots or access corridors.

4.4. Improvements will not be permitted in hazardous or environmentally sensitive areas, or over/under utility corridors.

4.5. All improvements must meet the standards of the Kneehill County Policy 2.1: Cemetery Policy.

5. Kneehill County reserves the right to remove or make changes to any plantings or infrastructure that become unsightly or damaged in accordance with routine maintenance obligations. Every attempt will be made to preserve the planting or infrastructure in keeping with the dedication.

6. Kneehill County reserves the right to refuse any application not adhering to the stated guidelines.

7. Applications

7.1. Grant Applications must be completed in full on the official application form and contain the following:

a) Name, address and contact information of the responsible applicant;

b) The amount of financial support being requested;



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- c) A detailed description of the improvements including a clearly drawn map of intended locations involved, materials list, intended timeline and, if necessary, establishment plan for related vegetation;
- d) A budget identifying the proposed revenues and expenditures of the project including sources for matching contributions

Ken King,
Reeve

Mike Haugen,
CAO

Approved: February 27, 2024 [Category]
Review Date: Date four years from last approval date

