



Cemetery Grant Funding Application Form POLICY #2-2

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.

ELIGIBILITY

Who can apply?

- Individuals, Families, or Non-Profit organizations, societies, or associates within Kneehill County with a verifiable familial connection to internments at the selected cemetery and who:
 - Can match the funding request at a minimum of 50% of the total project cost.
 - Can complete their project within one year of funding approval.

Who is ineligible to apply?

- Municipalities
- Corporations or businesses

APPLICATION INTAKE

1. Projects will be selected on a first come, first serve basis upon approval of the application as complete by the Manager of Parks and Ag Services or Designate.
2. Intake will begin Jan 1 of each year.
3. Projects not selected may reapply the next year.

GENERAL GUIDELINES

1. Due to limited funds, not all requests may obtain Cemetery Grant funding.
2. Applicants will be notified upon the approval of this application as complete and received.
3. The Kneehill County grant portion will be forwarded to the applicant once the Manager of Parks and Ag Services or designate has approved the project.
4. Applicants receiving funding 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.
5. This application form is a brief summary of the policy requirements. For more details on the Cemetery Grant Program, please refer to Kneehill County's Policy #2-2 Cemetery Grant Funding



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SEND YOUR COMPLETED APPLICATION TO:

Kneehill County
Parks & Ag Services Re: Cemetery Grant Program
PO Box 400
Three Hills, AB
TOM 2A0

Or alternatively via email:
Jeff.guidolin@kneehillcounty.com

*Please direct all application inquiries to:
Jeff Guidolin at 403-443-5541.*



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APPLICANT INFORMATION

Date: _____

Applicant(s) Legal Name _____

Contact Person: _____

Mailing Address: _____

City: _____ Province: Alberta Postal Code: _____

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

Telephone: _____ Email: _____

Cheques made payable to: _____

PROJECT INFORMATION

Please provide a brief (one sentence) description of the project for which grant funding is requested on the line below including the cemetery involved. (i.e. install ornate gate at Wimborne Cemetery)

- Please attach a detailed description of the project for which Cemetery Grant funding is requested and include:
 - The cemetery location
 - A detailed description of the proposed project including materials, hired services, establishment and labour plan, and requirements of on-going maintenance.
 - A map outlining the location(s) of the proposed improvements.
 - Quotes for materials and services
 - Volunteer labour or any other donation "in-kind", please include detailed information about this in your description. (i.e. how many volunteers and expected volunteer hours etc.)

Yes No Will this project be completed within the current year?

Yes No Will this project involve ongoing commitments for vegetation establishment?



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PROJECT FUNDING			
Project Funding Details – Please identify all sources of funding for this project			
			Total Amount
Kneehill County Contribution- Please fill in the funding request for this application (Minimum \$250)			\$
Additional revenues to complete the project: Organizations must contribute an amount equal to or exceeding Kneehill County's Contribution.	Confirmed Amount	Pending Amount	
Applicants cash contribution to the project			\$
Other grants applied for			\$
Volunteer Labour*			\$
Donated In-Kind (including equipment and material)*			\$
Other Funding Sources			\$
Total Project Funding (This amount must equal the Total Project Cost)			\$

* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operator
Proof for budgeted in-kind contributions and volunteer labour must be included in the final grant report.

APPLICANT AGREEMENT

I DECLARE THAT:

- The information contained in this application and supporting documents is true and accurate
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.
- Any grant awarded shall be used solely for the purposes stated within Cemetery Grants Funding Policy #2-2 and within the approved application.

Signature: _____

Name Printed: _____

Date: _____