

COMMUNITY CEMETERY IMPROVEMENT PROGRAM

Lac La Biche County is committed to maintaining rural cemeteries. The Community Cemetery Improvement Program will provide financial assistance to organizations intending to complete their own capital improvement projects to community cemeteries within Lac La Biche County.

UNLESS OTHERWISE INDICATED, APPLICATION ARE DUE JUNE 1ST.

APPROVED APPLICANTS WILL BE NOTIFIED APPROXIMATELY 1 MONTH FOLLOWING THE SUBMISSION DEADLINE.

Directions for completing the application

- **Read the Application Instruction Guide (end of application)**
- Answer all questions on the form.
- Return completed applications by June 1st to:
Community Grants
Box 1679
Lac La Biche, AB, T0A 2C0
or by email to carl.kurppa@laclabichecounty.com
- For information on completing this application visit our website at www.laclabichecounty.com
- For questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at carl.kurppa@laclabichecounty.com

1. Project Lead Contact Information

Name:
Phone Number:
Email Address:

2. Organization Contact Information

Organization Name:
Organization Contact Person:
Phone Number:
Organization Mailing Address:
Email Address:

3. Cemetery Information

Name of Cemetery:
Legal Land Location:
Is this Cemetery operated on a "for-profit" basis (indicate yes or no):
Estimated Number of <i>Filled</i> Plots:
Estimated Number of <i>Empty</i> Plots:

4. Project Information

A) Please provide a concise description of your project:
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B) Please explain the present issues with the cemetery and how the proposed project will overcome these issues.
C) Please describe the importance of the cemetery to the local community and/or the connection it has to local area residents.

5. Project Budget

A) Requested Funding through the Community Cemetery Improvement Program

Please identify how much funding you are requesting (\$)	
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B) Project Revenues (Do not include in-kind)

Revenue Type	(\$)
Fundraising	
Grants/donations	
Other	
Total Revenues (excluding County Cemetery Grant)	

C) Project Expenses (Do not include in-kind)

Expense Type	(\$)
Total Expenses	

D) In-kind contribution

Please provide detail regarding any in-kind contributions (unskilled volunteer labour, donated professional equipment/services, etc. for the project):

Optional: If you wish, please attach an image of the Cemetery where the work is proposed.

Community Cemetery Improvement Grant Declaration

1. The information contained in this application is true and accurate.
2. The organization will only use the awarded funding in a manner which has been approved by the County.
3. The organization will provide a final project report no later than November 30 of the grant funding year using the prescribed form.
4. Any unused funding will be returned to Lac La Biche County within 30 days following the request to do so.
5. The Organization acknowledges that Freedom of Information and Privacy Act (FOIP) applies to records submitted by the organization to the County in relation to the grant application, including the application and final reporting. These records may be disclosed in response to access to information request under the FOIP Act, subject to any applicable expectations to disclosure under the Act.
6. Nothing herein contained shall create a relationship of employment, partnership, agency, joint venture or joint enterprise as between the parties. The Society/Organization shall remain fully responsible and liable for its own costs, expenses, benefits and employees. The County shall not have any obligations, liability or responsibility to or for the Organization's employees, nor shall the County be required to make any further Contribution or payment to the Society/Organization, the Project, or any other operation or project of the Society/Organization.
7. The Society/Organization hereby indemnifies and saves harmless the County, and its employees, agents, servants, volunteers, elected representatives, officers, officials, and representatives from and against all claims, proceedings, actions, costs, expenses, damages and demands in respect of or related to the construction, maintenance or operation of the Project, or anything arising from or connected to this Agreement, including, but not limited to, any death, injury, loss or damage to person or property howsoever caused, including legal costs on a solicitor and his own client basis.

The Organization represents and warrants that the person* signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

***This person must be an individual who belongs to the partnering society and is authorized to enter into agreements on behalf of the organization. It *does not* necessarily need to be the same person identified as the organization contact.**

(Signature of Authorized Representative)

(Date)

(Name of Authorized Representative)

(Title)

(Organization)

Community Cemetery Improvement Program

Application Instruction Guide and Program Information

Do not send with the completed application

Key Information

- Unless otherwise specified, all applications must be submitted by June 1st.
- Organizations will normally be notified of approved projects 1 month following the submission deadline.
- Individuals cannot apply for funding on their own. An individual applying for funding must be partnered with an incorporated Society (e.g. Craighend Recreation and Agricultural Association, Owl River Recreation Association, Rich Lake Recreation and Agricultural Association, etc.)
- A final report is due by November 30 of the grant year.
- Unspent funding must be returned to the County. A request for an extension to use the funding may be permitted.

Application Question Guide:

Question 1 – Project Lead Contact Information: This should be the person who is leading the project and will serve as the primary contact between the municipality and the project. If the project lead is the same person who is identified in Question 2, please indicate “*same as Question 2*”.

Question 2- Organization Contact Information: This should identify the organization that is partnered with the applicant for the project, and the primary contact person for the project from the organization. For legal purposes, this is the grant applicant. Approved funding will be made out in the name of the Organization, **not the Project Lead**.

Question 3- Cemetery Information:

- Identify the name and location of the cemetery. If you are not familiar with the legal address, the rural address (green sign) will suffice.
- Indicate whether this cemetery is operated on “for-profit” basis. A cemetery of this type is one which is operated for the purpose of generating revenue for a particular company, organization, individual, etc.
- Estimate the number of *filled plots* (Ones where someone is buried), and plots yet to be filled.

Question 4A Project Information: Describe your project in a paragraph or less, providing a summary of the main activities of your project.

e.g. “*mulching on the west and east border of property, purchase and installing 5’ chain link fence, infilling and leveling low area on north-west corner*”

Question 4B Project Information: Identify and explain the present deficit/issues with the cemetery and how the improvements will remedy this problem. This should be done for each main project activity.

e.g. *“the cemetery is currently overgrown with willows, the mulching will improve access to the cemetery” or “water is pooling in the low area of the cemetery and damaging the grave sites, the site leveling will reduce the water pooling”*

Question 5A Requested Funding: Enter the amount of funding requested in from the County in this grant application (e.g. \$5,000)

Question 5B Project Revenues: Identify the revenues for your project based on the two categories provided. If neither are applicable, enter the description and amount in the “other row”. Total the amounts in the row “total revenue”. Do not include the funding requested through the Cemetery Grant.

Question 5C Project Expenses: Identify the expenses for your project. Expenses should be identified by major activity.

e.g. *“pay company X for mulching, pay company x for the purchase and installation of 5’ chain-link fence”*

Question 5D In-Kind Contributions: Identify any in-kind contributions from individuals, companies or other groups.

e.g. *“Craigend Recreation and Agricultural Society will provide 5 volunteers to install fencing, Lac La Biche Fencing Ltd. will provide the installation of fencing for no cost”*

Eligible Expenses

Only certain capital project expenses are eligible for funding under the program. A capital expense is generally a non-reoccurring improvement that gives a lasting advantage. Eligible expenses include (but are not limited to):

- non-routine brush clearing, gravel and site leveling, fencing, head stone curbing (ribbons), site mapping, parking, and other large projects to improve cemetery operations and longevity.

Ineligible Expenses

The following expenses are **ineligible**:

- All general maintenance and operational expenses, such as grave digging and other interment expenses, grass cutting, and other annual operational items;
- Individual funeral costs;
- New headstones, and replacement and maintenance of headstones;
- Equipment purchases (mowers, and other movable equipment);
- Construction or installation of new features above and beyond the operational requirements of the cemetery.
- Capital expenses which are not relevant to the operation of the cemetery.