

## **FIN-71-022 COMMUNITY CEMETERY IMPROVEMENT PROGRAM**

### **PROGRAM GUIDELINES**

#### **LAC LA BICHE COUNTY**

- For additional questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at [carl.kurppa@laclabichedcounty.com](mailto:carl.kurppa@laclabichedcounty.com)

#### **1. Overall Program Objective**

The Community Cemetery Improvement Program provides eligible cemeteries in Lac La Biche County with project-based funding. The funding is intended to help these cemeteries complete projects that will improve cemetery operations and longevity.

#### **2. Program Structure**

On an annual basis, Lac La Biche County may budget funding for the program. Funding requests are normally reviewed together once per year.

The number of requests approved and the amount of funding approved for each request depends on both the evaluation of applications and the amount of total funding available for the program.

Organizations which are approved for funding will be required to provide a final report following the completion of their project.

#### **3. Eligible Cemeteries**

Eligible cemeteries must meet the following criteria:

- The cemetery must be operated on a not-for-profit basis.
- The cemetery must be based in Lac La Biche County.

#### **4. Eligible Organizations**

Eligible Organizations must meet the following criteria:

- The applicant organization must be an incorporated non-profit Society. This includes organizations like agricultural halls, community centres, and religious societies which operate the cemetery.

Individuals are not eligible to apply on their own. If an individual wishes to propose a project, they may partner with an incorporated non-profit Society. In this case, the incorporated non-profit assumes the full responsibility of the project.

#### **5. Eligible Projects**

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.

## **6. Eligible Expenses**

Eligible expenses must be directly connected to the delivery of the project. Eligible expenses generally include things like contractor costs, materials and supplies, and other goods and services directly linked to the project.

The following expenses are ineligible:

- a. All general maintenance and operational expenses and other annual operational items;
- b. Individual funeral costs;
- c. New headstones, and replacement and maintenance of headstone;
- d. Equipment purchases like mowers and other portable equipment; and
- e. Construction and installation of features that do not have a significant impact to the operation of the cemetery.

Expenses incurred prior to the submission of the grant application are not an eligible expense.

## **7. Grant Matching Requirements**

There are no grant matching requirements. Grant funding may be used to cover 100% of eligible costs.

## **8. Grant Term**

Normally funding is expected to be used in the year it was awarded.

## **9. Funding Request Requirements**

Organizations must use the application forms prescribed by the County and include the required attachments. Additional information or documentation may be requested to supplement information provided in the application.

An authorized individual is required to sign off on the application.

Organizations may be asked to present their funding request to Council. In this case, Lac La Biche County Administration will contact the organization to schedule a presentation date.

## **10. Application Submission Deadlines**

The submission deadline for applications is normally in the spring. The specific date will be announced by Lac La Biche County in the local newspaper and the website.

## **11. Funding Levels**

There is no limit on how much funding an organization can apply for. However, approved projects have typically received between \$2,500-\$10,000. Funding requests exceeding \$10,000 are considered by Council.

## **12. Funding Review and Approval.**

Administration will evaluate applications based on the following:

- Project Need
- Community Support
- Significant of the cemetery to the local community
- Cemetery Size and Activity
- Whether funding was previously awarded.

Organizations which are approved for funding will receive written notification. Projects approvals normally take 1-2 months.

## **13. Grant Funding Agreement**

If an organization is approved for funding, they will be required to enter into a grant funding agreement with Lac La Biche County. The grant funding agreement will reflect the program requirements, in addition to any requirements that are deemed appropriate and necessary.

## **14. Payment of Grant Funding**

Approved funding may be released in part or in full.

## **15. Use of Grant Funds**

Grant Funding may only be used for eligible expenses incurred by the applicant organization. The organization cannot apply County grant funding to expenses which are already supported by other grant funding.

## **16. Acknowledgement of the Grant Contribution**

Organizations that receive grant funding must acknowledge Lac La Biche County as a sponsor for the project, unless it is not practical or reasonable to do so.

## **17. Grant Reporting**

Organizations are required to submit a final report using forms prescribed by the County by November 30.

Organizations will normally be required to provide photos of the completed project. The final report will require organizations to provide a financial account of the project and outline project details.

Organizations must also provide invoices for the eligible expenses identified in the report.

Unspent grant funding must be returned to the County, upon request.

### **18. Determining the Final Grant**

- 1) The actual amount of funding provided for a project will be based on the following:
  - a. The maximum amount of funding approved for the project.
  - b. The amount of eligible expenses incurred for the project based on the final report (not the original application).

The amount of funding ultimately provided to a project will not exceed the actual cash expenses.

### **19. Transparency**

As part of the application, or while the funding agreement is active, organizations may be required to provide the County with information or documents such as:

- a. Proof of non-Profit Society Status for the current year;
- b. Proof of Insurance;
- c. Pending and awarded grants for the year for which the application was made, including those from other County departments, the Province, Federal Government, or other agencies;
- d. Most recent facility inspection;
- e. Organization's Bylaws;
- f. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

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