



TITLE: COMMUNITY CEMETERY IMPROVEMENT PROGRAM

PROCEDURE NO: CM-71-022

SPECIAL NOTES/CROSS REFERENCE:

CM-71-022 COMMUNITY CEMETARY IMPROVEMENT PROGRAM POLICY

AMENDMENT DATE:

**PROCEDURE:**

**Definitions**

1. For this Procedure, the following definitions shall apply:

- a) “Capital Project Expense” generally means a non-reoccurring improvement that gives a lasting advantage. This includes: 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.
- a) “For-Profit Cemetery” means one which is operated for the primary purpose of generating revenue for a particular company, organization, individual, etc.
- b) “Operational Expenses” means generally reoccurring annual expenses required for up-keep and maintenance, as well as expenses incurred through the general operation of the cemetery. This includes grave digging and other interment expenses, grass cutting, routine painting, etc.
- c) “The Program” means the Community Cemetery Improvement Program.
- d) “Registered Society” means an organization that is incorporated under the *Societies Act*, *Agricultural Societies Act*, or similar.

**Roles and Responsibilities**

2. County Council will:

- Provide oversight for the Program, and approve amendments or changes to the Program; and
- Annually, allocate funding for the Program.

3. The Lac La Biche County Finance and Grants Department will:

- Implement a procedure for the Community Cemetery Improvement Program;
- Manage and administer the Program in accordance with the procedure: and
- Monitor and evaluate the effectiveness of the Program.

4. Grant Recipient will:
  - Be responsible for the management of the funded project;
  - Maintain financial records of how the grant was spent;
  - Provide a final report by the date specified in this procedure; and
  - Return any unspent funding.

### **Applicant and Cemetery Eligibility**

5. Only cemeteries in Lac La Biche County are eligible for funding.
6. Cemeteries operated on a “For-Profit” basis are not eligible.
7. Only Registered Societies are eligible for funding under the Program. Individuals wishing to apply must do so in partnership with a registered society.

### **Eligible Expenses**

8. Projects started prior to the approval of a funding request are not eligible (retroactive funding).
9. Only certain Capital Project Expenses are eligible for funding under the Program. Generally, only Capital Expenses that improve cemetery operations and longevity are eligible for funding under the Program.
10. The following expenses are **ineligible**:
  - All general maintenance and Operational Expenses 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.

### **Application Timelines**

11. Applications will only be accepted for projects in the year of the grant intake.
12. All applications must be received by June 1<sup>st</sup> of the year of the grant intake. Administration may extend this deadline, at its own discretion.
13. Notification of approved projects will be given approximately 1 month following the grant intake deadline.

### **Application Procedures**

14. All funding requests made for capital improvements to cemeteries must follow the process outlined in the procedure.
15. Organizations applying for funding must use the prescribed grant forms. Completed applications must be returned to the Chief Administrative Officer, or designate.
16. Cemeteries may be funded in consecutive years. However, recently funded cemeteries will be a lower priority than those which haven't received funding.

## Determination of Approved Funding and Evaluation Criteria

17. The amount of funding a request receives will depend on:
- a. How it rated according to the evaluation criteria (next section).
  - b. The amount of funding budgeted annually for the Program.
  - c. Other funding requests submitted under the Program.
18. Each request will be evaluated using the following criteria:
- *Project Need*: will the project improve the longevity of the cemetery?
  - *Community Support*: will the project be supported by volunteers, in-kind donations or other financial contributions.
  - *Significance of the cemetery to the local community*.
  - *Cemetery size and activity*.
  - *Whether funding was previously awarded*.

## Funding Guidelines and Reporting

19. If a funding request is approved, Administration will notify the applicant in writing.
20. A portion of the approved funding may be advanced to the recipient. The remaining funding will be provided following the submission and approval of a final report.
21. The actual amount of funding provided will depend on the actual expenses incurred (an organization must have incurred the eligible expenses equal or greater to the grant amount in order to receive the funding).
22. A final project report is due no later than November 30 of the grant funding year. The final report must be made using the prescribed form.
23. Any unused funding must be returned to Lac La Biche County within 30 days following the request to do. A request for an extension to use the funding may be permitted.

"Original Signed"

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Chief Administrative Officer

May 17, 2018

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Date