



Policy #8010

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Policy Title: Cemetery Grant Funding

Policy No.: 8010

Approval: County Council

Effective Date: September 9, 2015

Supersedes Policy No.: New

Policy Statement: Mountain View County will provide financial assistance to registered cemetery organizations within the geographical boundary of Mountain View County to enhance their ability to operate and to deliver services to the community.

Purpose: The purpose of this policy is to establish funding criteria and an approval process for the distribution of funds to registered cemetery organizations.

Principles:

1. Mountain View County is committed to provide a fair and uniform response to funding requests from registered cemetery organizations for operating and/or improvements/enhancements to cemeteries located within the geographical boundary of Mountain View County.

End of Policy

Approved: September 9, 2015



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1. Definitions

- 1.1 Administration – means an employee(s) of Mountain View County.
- 1.2 Annual Grant Funds – the amount of funds allocated annually to the General Grants component of the County's Budget.
- 1.3 Applicant – Person or group applying for funding on behalf of a registered cemetery organization.
- 1.4 Council – means the Council of Mountain View County.
- 1.5 Financial Report – means the report an applicant is required to remit to the County that outlines how the funds received, were actually spent.
- 1.6 Geographical Boundary – means all rural and urban land wherein a registered cemetery may be located, within the borders of Mountain View County.
- 1.7 Grant Application – the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.
- 1.8 Project or Program – the specifics of the application for which any approved funding will to allocated to.
- 1.9 Registered Cemetery Organization – a cemetery or organization having status under the Cemeteries Act or the Societies Act.

2. General

- 2.1 County Council shall annually establish a budget amount to be distributed under this policy in each fiscal year.
- 2.2 Requests must be made in writing on the approved application form, and include a financial statement, and complete list of board members from the previous year.
- 2.3 Additional information may be requested from Mountain View County to aid in the funding process.
- 2.4 Up to a maximum of \$1,000 may be approved for each registered cemetery organization in any given year.

- 2.5 The approved funding may be used for operating costs, special cemetery projects, and/or cemetery enhancement.
- 2.6 The application must include the amount requested, and all other sources of funding.
- 2.7 The Community Services Grant Review Committee will be responsible for allocating funds within the Council approved budget. The results will be circulated to Council as an information item.
- 2.8 Mountain View County will notify applicants in writing of the Community Services Grant Review Committee's decision.
- 2.9 The annual budget will not be carried over if the funds are not allocated within that year.
- 2.10 The County may approve all, part, or deny any request received.

3. Eligible

- 3.1 The cemetery must be registered under the cemeteries act, or an organization acting on behalf of the cemetery board registered under the societies act.
- 3.2 The property must be located within the geographical boundary of Mountain View County.
- 3.3 Meeting the eligibility requirements of this Policy does not guarantee funding approval.

4. Ineligible

- 4.1 Goods or services serving an individual or private interest such as cemetery fees, funeral expenses, the purchase or replacement of grave markers, repairs to memorial markers, interment, etc.
- 4.2 The purchase of land for the purpose of a burial ground or portion thereof.

5. Guidelines

- 5.1 It would be expected that the general public would have access to the cemetery grounds.
- 5.2 Grants may be used for general operational expenses such as grass cutting and general maintenance. Operating costs would only be approved to cemetery boards using the services of a yard care maintenance company. Volunteer hours will not be compensated for the purpose of operational or any expenses.
- 5.3 Approved funding may also be used for fixed outdoor assets such as benches, signage, mapping, garbage and recycling collection, storage shed, etc. that would enhance the ambiance of the cemetery.
- 5.4 Special project requests will be reviewed on a case by case basis. County Council has the authority to amend funding criteria, as they deem appropriate to meet the needs of the cemetery grant funding.
- 5.5 Project-based or enhancement funding allocations must be completed within the same calendar year of approval.
- 5.6 An applicant must request approval for "change of project" in writing if the nature of the project approved in the original application changes.

- 5.7 A financial report, including copies of receipts, must be received upon completion of the project. Applicants that have not submitted a financial report may not be considered for future funding until the prior reporting requirements have been met.
- 5.8 If the actual costs are less than the approved funding, the applicant must remit the remaining unexpended funds back to Mountain View County.

End of Procedure

Approved: September 9, 2015

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