



## Flagstaff County Cemeteries Assistance Grant Program Application Guidelines

### (I) Purpose

The **Flagstaff County Cemeteries Assistance Grant** provides grants to local groups who are operating a cemetery in the County, to complete improvements and maintenance to cemeteries located within the County.

### (II) Eligible Applicants

To be eligible for the Flagstaff County Cemeteries Assistance Grant, applicants must:

- Be a public cemetery within Flagstaff County.
- Be a registered non-profit organization or society under the Societies Act or the Cemeteries Act.

Eligibility status will be reviewed every four (4) years.

### (III) Grant Funding Available

Applicants will receive funding of \$625 annually. Payments will be made by March 31<sup>st</sup> of each year.

### (IV) Criteria and Process

All eligible cemeteries which have previously received funding from this program since its commencement in 2011, will automatically receive the annual grant. A cemetery group which has not previously received funding under this program may submit an application which can be found at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca) under Opportunities/Grants.

Processing of applications may take up to forty-five (45) days. Applicants will be notified through written correspondence regarding the status of their application. If you have any questions about this application, please contact Kerri Lefsrud, Flagstaff County at (780) 384-4150 or by email at [klefsrud@flagstaff.ab.ca](mailto:klefsrud@flagstaff.ab.ca)

Funds must be used for the purpose for which this grant program intended, and as listed under eligible expenses. Flagstaff County reserves the right to refuse funding of any application and may request a review of funding allocations.

### (V) Eligible Expenses

- Operating expenses such as grass cutting and general maintenance.
- Capital expenses including plot surveys, ground improvements, fencing, signage, etc.

### (VI) Ineligible Expenses

- Retirement of debt.
- Cost of developing a proposal.
- Assessment studies.

### (VII) Funding Obligations

- Funds may be set aside in a low-risk investment account (GIC) to assist with future operating or capital projects.
- Any unused funds must be returned to Flagstaff County.
- Failure to meet the above obligations may result in restricted access to future funding.

**(VIII) Application Forms**

Application forms are available at [www.flagstaff.ab.ca under Opportunities/Grants](http://www.flagstaff.ab.ca_under_Opportunities/Grants) or by contacting Flagstaff County at (780) 384-4100.