

	<b>TOWNSHIP OF SOUTH STORMONT</b>	<b>Appendix B to Cemetery Master Plan</b>
	<b>Section: Corporate Services</b>	
	<b>Subject: Cemetery Improvement Grant – Standard Operating Procedure</b>	<b>Date of Origin: October 25, 2017</b>

## **CORPORATE STATEMENT**

To provide a fair and consistent procedure for the distribution of funds specifically for improvements to Cemeteries located within the Township of South Stormont.

## **BACKGROUND**

The Township acknowledges that there are eighteen Active and Inactive Cemeteries in the Township that require on-going care and maintenance. Typically these Cemeteries are maintained by local residents or not-for-profit organizations.

## **DEFINITIONS**

“Active” means accepting new interments and/or scatterings

“Cemetery” means land that has been set aside for the interment of human remains and/or a mausoleum or columbarium intended for the interment of human remains.

“Township” means the Township of South Stormont

“Inactive” means not accepting new interments and/or scatterings

“MFIPPA” means the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M. 56.

## **FUNDING SOURCES**

The Township may budget annually to assist local organizations to assist with improvements to Cemeteries located within its geographic area. Donations and payments as a result of a Care and Maintenance Account shall be transferred to the Cemetery Improvement Reserve.

These funds, known as The Cemetery Improvement Grant funding allocation will be financed through general revenue or such other sources as may be determined by Council.

## **CRITERIA FOR CEMETERY IMPROVEMENT GRANTS/ASSISTANCE**

Applicants seeking funding must complete an Application for a Cemetery Improvement Grant, attached hereto as Schedule “A”.

The Township may submit, or budget accordingly, an application for funding to improve Cemeteries within their care and control and at the discretion of Council.

Applications will be received for improvements and/or repair to a Cemetery, including but not limited to, stone refurbishment, landscaping repair and fence repair. Funds are not available for regular maintenance costs. Should this be the case, alternate arrangements may be considered. Cemetery operators are encouraged to contact the Corporate Services Department for additional information.

Applications can be made up to a maximum of \$5,000 per Cemetery per year.

Applications for a Cemetery Improvement Grant must include:

- Cemetery name and legal location/civic address;
- Total budget for the program or project;
- Program and objectives;
- A minimum of two cost estimates;
- 2 prior years financial statements;
- Funding received from the Township in previous years.

Applications are to be submitted to the Corporate Services Department by October 31 of each year in advance of the following year's budget for consideration.

Applicants are encouraged to indicate if they anticipate asking for funding for the same project in subsequent years.

The Director of Corporate Services/Clerk, Director of Parks and Recreation and CAO will review applications and based on available funding, number of applications received, demonstrated need and existing funds, a recommendation will be prepared for Council's consideration and approval.

### **REPORTING**

Grant recipients are expected to meet the following responsibilities to receive the anticipated funds:

1. An authorized representative of the Cemetery must sign the application and accept responsibility for funds received; and
2. Complete an Acknowledgement of Compliance as per Schedule "B" and attach applicable photos and invoices as a final report before December 31 of the year in which the funding was received.

### **RECOGNITION REQUIREMENTS**

All grant recipients must publicly recognize the contributions of the Township of South Stormont for their project.

**Schedule "A"**

**TOWNSHIP OF SOUTH STORMONT**

**Cemetery Improvement Grant Application**

Please ensure that you provide full, complete and clear answers to the questions on this form. Failure to provide the required information may result in your organization being ineligible. Missing or unclear information may result in the application being delayed or rejected.

Use a combination of this form and support sheets as appropriate. Please label your attachments according to the section it relates to.

**Part A- Community Agency/ Organization Information**

Name of Community Organization:

Contact Person

Telephone No:

Email:

Mailing Address

Website (if applicable)

**Part B- Care and Maintenance Fund Analysis**

As part of the required screening process, the Township of South Stormont would like to know what funds are available to the associated Cemetery and if there is a Care and Maintenance Fund established. This information will not be shared to any third-party and used only to ensure that the grant money is used for Cemeteries in need of funding.

\$ \_\_\_\_\_

**Part C- Grant Request**

**Purpose of Grant**

Please explain what this grant would be used for and how this grant would benefit the Cemetery.

**Amount of Grant Request:**

\$ \_\_\_\_\_

Has this Cemetery received any money from the Township in previous years?

Yes

No

If yes, please indicate how much was received by the Organization:

\$ \_\_\_\_\_

Part D- Signature of Authorized Official(s)

Signed on behalf of authorized officials acting for the Cemetery

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: The release of all funds is contingent upon the Township of South Stormont receiving a copy of your financial statements for the previous year. If your financial statements do not clearly identify a need for the funding request, applications will be denied. If adequate financial statements cannot be supplied or a Care and Maintenance Fund or Account does not exist, please indicate so in the section above.

Submit the completed application and supporting documentation by mail or email to:

Township of South Stormont  
Attention: Director of Corporate Services/Clerk  
2 Mille Roches Rd  
Long Sault, ON  
K0C 1P0

Email : [info@southstormont.ca](mailto:info@southstormont.ca)

**Schedule "B"**

**TOWNSHIP OF SOUTH STORMONT**

**Acknowledgment of Compliance**

Return completed form to:  
Township of South Stormont  
Attention: Director of Corporate Services/Clerk  
2 Mille Roches Road  
Long Sault, ON K0C 1P0

Cemetery Improvement Grant

Acknowledgment of Compliance

Name of Organization:

Project

Amount of Grant:

I certify that the following information is true and correct:

- The entire grant was used for the purpose stated in Schedule "A" of the original conditional grant agreement without material alternation.
- The grant was expended and the work was completed by December 31 of the current year.
- The Organization did not use any portion of the grant to pay for any item not associated with the project.
- The Organization did not use any portion of the grant to pay for work done or materials obtained before the original conditional grant agreement was approved by the Township.
- The grant was \$5,000 or less. Attached is a short report that outlines the various benefits realized by the project for the Community.

Signature of Authorized Official(s)

Signed on behalf of authorized officials acting for the Cemetery

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date