

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 POLICY AND PROCEDURES MANUAL CEMETERY GRANTS TO ORGANIZATIONS	Function: Policy No. Effective Date: Supercedes: Amends:	Cemetery CEM.04 January 1, 2005 new
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Policy Statements:

The Council of the Municipal District of Spirit River No. 133 will on an annual basis consider providing grants to organizations for the enhancement or upgrade of cemeteries located within the Municipal boundaries. The grants are to be conditional grants for the specified purposes stated within the application for a grant made by a cemetery organization. The organization shall provide a full accounting for the grant funds advanced.

Ordinary costs for maintenance of cemeteries are not eligible for these grants.

Procedure:

a) The Cemetery Grant Program is advertised each year in the local newspaper, during the month of March, inviting applications from local cemetery organizations to enhance their cemeteries. The advertisement shall note that a specified application form available at the Municipal Office must be completed and submitted to the office before a certain deadline date.

b) The applications are then all submitted to Council for their consideration and a budget amount is approved for the current year.

c) Upon approval, administration shall then advise the organization in writing of the approval and the terms and conditions of the approval, including a copy of this policy.

d) Advancing of funds

50% of the approved grant amount will be advanced to the organization upon receiving confirmation that the project has or will commence immediately. If the organization has limited funds, consideration will be given to advancing further funds before the project is completed upon receiving copies of invoices or other proof of purchase for any project materials.

e) After the project is completed the organization or individual shall submit an accounting statement of all costs and revenues associated with the project, attaching copies of invoices or receipts confirming the actual costs incurred. The final 50% or the remainder of the approved grant will be paid upon receiving an acceptable accounting documentation.

e) If an accounting statement is not received within a year, administration shall contact the organization and request an accounting statement asap.

f) If the project is not completed or only partially completed, the organization may either apply for an extension of time to complete the project or return the unspent funds, with an accounting for the funds spent.

g) Administration shall review the accounting statements, and do an inspection of the project and make a report to Council accordingly.

j) The value of donated labour or donated materials, while encouraged, is not considered an expense for the purposes of accounting for the grant funds received.

k) Application form:
As attached

