



### Cemetery Grants

Department	Finance	Policy No.	0340-59
Section	RBAC	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
----------	--	--------------------	--

#### 1. Purpose

- 1.1 This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to not-for-profit societies or community organizations who maintain rural cemeteries located in Electoral Areas B, C, D and E of the Peace River Regional District.
- 1.2 Grant funding may assist local groups with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

#### 2. Definitions

- 2.1 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 116, 1998".
- 2.2 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered and in good standing with the *Societies Act of BC*.
- 2.3 *Volunteer Community Organization*: refers to a group consisting of volunteer community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of a bank account.
- 2.4 *Operational Costs*: refers to expenses incurred for the day-to-day operating, developing and maintaining of a cemetery and its grounds.
- 2.5 *Minor Improvements* refers to smaller projects costing less than \$5,000 such as the purchase and installation of commemorative monuments, benches, or signage that are shorter in duration to complete.



- 2.6 *Capital Improvements*: refers to larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

### 3. Policy

#### 3.1 Applicant Eligibility

- a. The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore the Committee is willing to wave the eligibility criteria that all applicants must be a registered Not-for-Profit society in good standing with the *Societies Act of BC*. In order to apply for grant funding under this policy, the applicant must meet one of the following criteria:
- i. registered Not-for-Profit society in good standing with the *Society Act of BC*; or
  - ii. a volunteer organization consisting of community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of bank account; and
  - iii. must operate in the Peace River Regional District.
- b. Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.

#### 3.2 Eligible Expenses

- a. The information below provides examples of eligible expenses or projects costs that may be considered for funding:
- i. Operational Costs
  - ii. Minor cemetery improvement project costs
  - iii. Capital improvement project costs

#### 3.3 Grant Authorization

- a. The Rural Budgets Administration Committee has the sole discretion to approve or reject applications.

#### 3.4 Disbursement of Funds

- a. Upon approval of the grant, funds will be paid directly to the applicant for all grants in the amount of \$1,500 or less.
- b. Grant funding in excess of \$1,500 will be paid to the applicant through claim reimbursement.



3.5 Allocation of Funds

Grant funding may be budgeted for annually by each Electoral Area Director as part of the PRRD Annual Financial plan, to be ratified by the Board of Directors.

3.6 Acknowledgement of Grant Funding

The Rural Budgets Administration Committee asks all grant recipients to recognize their contribution by use of the Peace River Regional District logo through written, virtual or verbal acknowledgement.

Bylaw Reference	Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993
Bylaw Reference	Peace River Regional District Rural Budgets Administration Bylaw No. 116, 1998