

VERMONT OLD CEMETERY ASSOCIATION - GRANT APPLICATION

DATE OF APPLICATION \_\_\_\_\_ ANTICIPATED COST OF PROJECT \_\_\_\_\_

NAME OF CEMETERY \_\_\_\_\_ NAME OF TOWN \_\_\_\_\_

NUMBER OF STONES TO BE REPAIRED/RESET/OTHER \_\_\_\_\_

INDIVIDUAL OR GROUP REQUESTING THE GRANT \_\_\_\_\_

SIGNATURE OF INDIVIDUAL RESPONSIBLE FOR FUNDS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

BRIEF DESCRIPTION OF WORK TO BE DONE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF INDIVIDUAL OVERSEEING THE PROJECT \_\_\_\_\_

NAME OF PERSON/PERSONS AND/OR BUSINESS COMPLETEING THE PROJECT WORK \_\_\_\_\_

\_\_\_\_\_

IS THE TOWN GOVERNMENT AWARE OF THIS PROJECT? Yes No DOES IT APPROVE? Yes No

IF NO, WHY \_\_\_\_\_

SIGNATURE OF APPLICANT INDICATING PROJECT COMPLETION \_\_\_\_\_ DATE \_\_\_\_\_

DATE OF PROJECT COMPETION \_\_\_\_\_ ACTUAL COST OF PROJECT \_\_\_\_\_

**VOCA USE ONLY:** SIGNATURE OF VOCA GRANTS ADMINISTRATOR APPROVING GRANT

\_\_\_\_\_ DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_ **BEFORE** PICTURES RECEIVED Yes No

DATE OF COMPLETION \_\_\_\_\_ ACTUAL COST OF PROJECT \_\_\_\_\_

SIGNATURE OF VOCA GRANT ADMINISTRATOR APPROVING PAYMENT \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_ **AFTER** PICTURES RECEIVED Yes No

SIGNATURE OF VOCA TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**ITEMIZED EXPENSES MUST BE INCLUDED WITH COMPLETED GRANT FORM**



## VOCA GRANT REQUIREMENTS

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1. All grants **must** be **preapproved** by the Grants Administrator. The Grants Administrator is solely responsible for approval of grant applications. No other VOCA member can approve a grant application.
  2. Grant funds will **NOT** be paid for work that has been completed before an application is approved.
  3. If a grant application is rejected you will be notified with an explanation from the Grants Administrator.
  4. VOCA only awards grants for cemeteries in the state of Vermont.
  5. Grant applications must be in duplicate.
  6. Grant applications must include photos showing need. Typically six to eight photos is sufficient.
  7. A grant application may be rejected for the sole reason that VOCA has insufficient funds at the time of the application. If this occurs the applicant may resubmit the grant application the following year.
  8. An approved grant must have all work completed within one year of its approval date on the grant form. An approved grant is canceled one year from its approval date, if the conditions of the grant have not been completed and approved by the Grants Administrator in that time. See requirements nine through thirteen for details on how to receive completion approval.
  9. When a grant application is approved one copy will be returned to the requesting party. This copy **must** be **returned** when the work is completed.
  10. Upon completion of the project the completed grant form must be accompanied by photos showing the work done.
  11. Upon completion of the project the completed grant form must be accompanied with a detailed description of the work done on each stone. Information to be included is, if legible name and dates on the stone. Work done would be but not limited to straightened, leveled base, new base, repaired broken stone, reset stone, straightened stone, etc. For example: Headstone repairs for John Doe 1796-1834. Leveled base, reset stone, and mortared break. Head stone repairs for Jane Doe died 7-24-1832, straightened stone and reset in ground.
  12. Upon completion of the project the completed grant form must be accompanied by copies of all paid bills.
  13. VOCA will only pay the person or organization responsible for the funds, not the contractor.
  14. VOCA has a county representative in each county who may be able to help you with any questions about VOCA and our grants. They may be requested by the Grants Administrator to look at a cemetery you are making a grant request for, or after completion before the grant is paid. **PLEASE NOTE:** county representatives cannot approve a grant or make statements suggesting approval of a grant. See requirement number one.
  15. VOCA will pay for repairing, leveling, straightening, and base work on stones; filling sunken graves; and removing threatening trees, if specifically requested and approved in the grant.
  16. VOCA will **NOT** pay for cleaning stones, new stones, repairing fences, or cutting brush except when necessary to repair stones.
  17. VOCA ENCOURAGES the use of volunteers whenever possible. Work by professionals is very expensive and VOCA's maximum grant is up to \$750.00 per municipality or private cemetery association.
  18. VOCA requires a monetary match of one dollar by the town or organization applying for the grant for every two dollars that VOCA pays.
  19. Please mail grant applications to Dianne Leary, 4670 Greenbush Rd, Charlotte, VT 05445 or email the application and photos to [dleary123@yahoo.com](mailto:dleary123@yahoo.com) and please reference VOCA in the subject heading.
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