



Cherokee Nation Cemetery Restoration Assistance Policies and Procedures

Type of Service:

The Cemetery Restoration Program will provide funds to **Cherokee cemeteries** within the 14 county Service Area to be used for the restoration and maintenance of Cherokee Cemeteries. **No funds will be provided to any government entities.**

Eligibility:

Participants will be selected through an application process based on the following criteria:

- A. The request is for maintenance, repair, preservation or restoration of ~~one or more a~~ Cherokee ~~Cemeteries~~ Cemetery.
- B. Cemetery must be located within the Cherokee Nation jurisdictional area
- C. The cemetery must contain the gravesite of over 51% Cherokee Citizens or be otherwise is historically significant (subject to verification)
- ~~D. Contain gravesites of over 51% Cherokee Citizens (subject to verification)~~
- ~~E.D.~~ Applicant must provide a cemetery listing with Name and Date of Birth
- ~~F.E.~~ Applicant who apply must reside within the 14 county Service Area
- ~~G. Applicant will only be able to apply for (2) two cemeteries~~
- F. Individual applicants will be limited to one (1) application per fiscal year. Organizational applicants will be limited to (5) applications per year. Each Cherokee Cemetery must have a federal tax EIN number, no SS# will be accepted
- G. Organizational applicants must be governed by a board consisting of at least three board members and must provide a federal tax ID number.
- H. Individual applicants must provide their social security number on the appropriate tax form for reporting purposes.
- I. No labor will be reimbursed to family members for a family cemetery or to members of the organization's board. Reimbursement for gas, materials and labor, other than the prohibited labor costs described above, are allowable. Each Cherokee Cemetery must consist of 3 Board members for accountability purposes
- J. Receipts for reimbursements must be for actual expenses incurred after approval of the application. No labor will be reimbursed to family members for a family cemetery. Gas reimbursement is allowable.
- K. If applying for more than one cemetery, funds cannot be combined. Each \$500 grant must be expended in connection with the cemetery for which the fnds were

(Revised Rules, Councilor Vazquez 2/17/16)

~~granted. Receipts submitted must be after funding is received for the Cherokee Cemetery~~

~~L. Cherokee Cemeteries are to be maintained year round~~

~~M. An applicant cannot use the cemetery funds as down payments on equipment~~

~~N. If applying for more than one cemetery, funds cannot be combined~~

~~O.L. Cemetery receipts with personal items will not be accepted.~~

All proposals or applications demonstrating self-help by labor contribution and community involvement shall be given preference

What is the definition of a Cherokee Cemetery Eligible Cemetery:

A cemetery is eligible for funding under this program if it:

A. It is a cemetery that has been the subject of a restoration grant at any time during the past 10 years is presumptively an eligible cemetery under this program. (No further evidence demonstrating the historic significance or percentage of Cherokee burials need been shown); or

B. Includes gravesites, based on the best available evidence, at least 51% of which are Cherokee; or.

— Is of historic significance based on a number of factors, including but not limited to: Historic significance is the importance of a cemetery to the history, architecture, archeology, engineering, or culture of a community, and/or the Cherokee Nation. It is achieved in several ways:

- Association with events, activities, or patterns
- Association with important persons
- Distinctive physical characteristics of design, construction, or form
- Potential to yield important information (genealogy data, veteran data, etc.)

Selection:

Applications will be taken for a defined period of time **beginning February 1st each fiscal year and ending September 1st**, and such availability will be publicized as necessary to achieve public awareness. Selection will be based on funds available, eligibility and past performance.

Funding Amounts:

If approved, the **Cherokee Cemetery** will be granted \$500.00. Each **Cherokee Cemetery** may be funded only once per fiscal year and must complete taxpayer identification form. **The Cherokee Cemetery receiving the funds must complete the project by the end of fiscal year and submit receipts for the cemetery by September 1st.** The **Cherokee Cemetery** must provide the following in order for the project to be complete:

- A written account of the use of funds
- A copy of receipts for purchases

(Revised Rules, Councilor Vazquez 2/17/16)

Those **Cherokee Cemeteries** that do not provide the required documentation **by the deadline date of September 1**, will not be eligible to receive further funding from the **Cemetery Restoration Program** for a period of two fiscal years.

Removal and Termination:

A **Cherokee Cemetery** that fails to comply with the policy and procedures of the Cherokee Nation Cemetery Restoration Assistance Program will be ineligible for future participation in the program for two fiscal years.

All funding not used... must be returned

Amended on ~~January 14~~[Date], 2016 by the ~~Community and Cultural Outreach Program of the Cherokee Nation~~ Rules Committee of the Council of the Cherokee Nation, with concurrence by the Community and Cultural Outreach Program.

**APPLICATION FOR CEMETERY
RESTORATION ASSISTANCE PROGRAM**

Please give the following information so that your organization may receive assistance in maintaining or restoring a traditional Cherokee Cemetery (s). In order to qualify a cemetery must:

- 1) Contain gravesites of over **51%** Cherokee citizens, or;
- 2) Be historically significant
 - a. **Attach cemetery listing,**
 - b. **Subject to verification**

Awards are limited to \$500.00 and must be used to restore or maintain cemeteries

Name of Cemetery _____
Address (required) _____

Name of Board and Names of Members of the Board (for organizational applicants)

(2) Two Contact Names, addresses and Phone numbers

Federal EIN tax number (or SSN for individual applicant)

Driving directions to Cemetery
(Required and print clearly) _____

Council District _____
Percentage of Cherokee Gravesites (attach listing) _____

Please state why this Cherokee Cemetery in your opinion is historically significant:

Explain what the funds will be used for:

If awarded, the cemetery receiving the funds must present copies of receipts for the use of funds by September 1.

Date: _____

Print name: _____

Signature: _____

*******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*******

Attach W-9 form
Rev. 1/14/2016

Please see listing of allowable costs for Cherokee Cemeteries:

- 1. Signage for Cemetery**
- 2. Fencing**
- 3. Repair and clean tombstones (source: Cultural Tourism)**
- 4. Mowing**
- 5. Gas purchases up to \$150.00**
- 6. Weed-eater oil and line**
- 7. Weed-killer**
- 8. Topsoil for fill in of graves only**
- 9. Rakes, hoes, shovels, chainsaw, gas can**
- 10. Push mowers**
- 11. Equipment repairs: blades, belts, etc**

These are Non-allowable purchases:

Tractor/trailer riding mowers

Trailers

No construction such as cosmetic: benches, arbors, pavilion, concrete slabs

No payment of any kind for funeral services

Food or paper products for dinners

Flower purchases

No down payment on equipment

