

*****DRAFT - NOT FOR FILING*****

1301:13-7-03 **Grant applications.**

- (A) Grant applications shall be submitted on forms prescribed by the division and shall bear the original signature of the principal administrative officer or financial officer of the applicant.
- (B) All grant applications shall include, at a minimum, the following documents and information:
- (1) Federal tax identification number;
 - (2) Internal revenue service tax exempt certificate, if applicable;
 - (3) Contact information for the fiscal representative of the applicant;
 - (4) Contact information for the programmatic representative of the applicant, if different than fiscal representative;
 - (5) The acreage of the cemetery, how much acreage is fully developed and at capacity and how much acreage has inventory of available interment spaces;
 - (6) Number of interments made in the two previous years;
 - (7) The operating budget of the cemetery;
 - (8) Designation of the percentage of the estimated total cost of the project for which the grant will provide funding;
 - (9) Description of how the applicant will provide the remainder of the estimated total cost of the project, if applicable;
 - (10) Project description and purpose along with the goals of the project;
 - (11) Description of training, including agenda, syllabus or other content material, how the training relates to the maintenance and operations of cemeteries, name and contact information of the provider, if applicable;
 - (12) How grant funds will be accounted for separately from other sources of funding, if applicable;
 - (13) Additional information as required by the division as set forth in its grant guidelines.
- (C) In addition to submitting a grant application, all applicants must submit an original W-9 form to the division.
- (D) All completed grant applications must be received by the prescribed deadline.
- (E) Incomplete or illegible applications, or applications that are not consistent with the terms of section 4767.10 of the Revised Code and this chapter, will not be considered for funding.