

Utah Cemetery Inventory Project

Grant Application (Phase 2)

The purpose of this grant program is to help local entities computerize their cemetery's burial records (names, dates, etc.). Grant funds are intended to help offset the ~~cost of a consultant who will set up a system that both works for the local entity and is compatible with the statewide burials database~~ broad costs of creating, expanding, or upgrading the database. **See additional instructions on the second page of this application. Contact Amy Oliver (801-245-7247) or Debbie Dahl (801-245-7233) if you have any questions.**

Return the completed grant application to: Debbie Dahl, Utah Cemetery Inventory Project, Utah State History, 300 S. Rio Grande Street, Salt Lake City, UT 84101. Or e-mail to ddahl@utah.gov

APPLICANT INFORMATION

Organization			
Contact Person		Phone	
Mailing Address		Fax	
City, State, Zip		E-mail	

CEMETERY INFORMATION

Name of Cemetery			
City		County	

Attach a completed Phase 1 Survey Form. The form can be found at:
http://history.utah.gov/research_and_collections/cemeteries
(The Phase 1 Survey Form must be completed before a Phase 2 grant can be awarded.)

Grant Request and Project Description

Requested Grant Amount*	\$	+	Local Match**	\$	=	Project Budget	\$
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*Maximum grant \$5,000

**Local match must be equal to or greater than grant request

Requested grant amount is based on:

- ~~Three~~ bids from consultants. (Attach a copy of the bid sheet).
 Other:

Local match is based on:

<input type="checkbox"/> Volunteer hours	hours	@ \$7.25 per hour	Total= \$
<input type="checkbox"/> Paid staff hours	hours	@ \$ per hour	Total= \$
<input type="checkbox"/> Cash expenditures of:	\$	for:	
<input type="checkbox"/> Donated goods or services worth:	\$. Specify:	

On a separate piece of paper describe how the project will be completed according to the "Phase 2" instructions on page 2. Include in this a detailed budget and a work plan with the approximate number of names you will be submitting.

Authorized representative: (Type or sign your name here to certify the info is correct)

Date

DESCRIPTION OF THE CEMETERY INVENTORY PROJECT

Phase 1 involves compiling a computerized inventory of all the cemeteries in Utah—old and new, small and large, active and inactive, public and private. A company specializing in cemetery documentation [may be](#) hired to collect data about each cemetery (location, size, date established, number of burials, etc.) and enter it into a statewide GIS (geographic information system) database; [alternative options may be acceptable by vote of the Grants Committee](#) for cemetery digitization. It will be made available to virtually anyone involved with land-use issues (developers, government entities, individuals, etc.) and to historical/genealogical researchers. [Some cemeteries may not require a full Phase 1 if they are moving to a new database with more flexibility](#) or that [meets other requirements of state law](#).

Phase 2 involves creating computer inventories of all the burials in each cemetery—names, dates of death, etc. Cities, counties, cemetery districts, private cemeteries, and others with a vested interest in cemeteries may apply for matching grants to conduct this phase. The maximum grant per cemetery is \$5,000.

Final products from Phase 2 [may](#) include:

- **A computerized database of all the burials in the cemetery.** This database will be kept and maintained on a computer at the local level (usually by whomever is responsible for cemetery records). The database must be consistent with the statewide database of burials. In order to insure consistency and the overall quality of the inventory system, qualified consultants should be hired. There is a broad range of both computer software and computer “experts.” Grant recipients must use those who meet our requirements (see Requirements below).
- **A computerized GIS map of the cemetery, or GIS/GPS coordinates for the cemetery and/or all burials located within the cemetery.** This computerized map, linked to the local database, makes locating and tracking information about burials and plot ownership much easier than with just the database alone. Experience in a number of communities around the state has shown this type of system is well worth the expense of setting it up. It is also easy to use and maintain when set up correctly. Consultants specializing in GIS must be used for this work.
- **Updated burial plot information regarding background on the deceased, including COD, veteran status, pioneer heritage, as well as marker material and condition.** This is only applicable for those cemeteries which did not previously collect this information, but now wish to expand their data access, or cemeteries with no database.
- **Successful transfer of the database to Utah State History**, which will add to the statewide inventory of burials. This statewide database will be accessible to the public for research purposes.
- **Time frame:** The project must be completed within 12 months of the contract start date. No extensions will be given. Successful transfer of the database to Utah State History must take place before the grant money will be paid.

REQUIREMENTS AND GUIDELINES

Computer and Consultant Issues

- Consultants must have full-time, professional experience with GIS applications, preferably on cemetery projects, [or have prior approval from State History’s Cemetery Program Coordinator to provide this service](#).
- In selecting a consultant, three bids should be obtained to help ensure the grant funds are well spent.
- Local software must be capable of exporting data in a format that can be easily imported into the statewide database. Further details will be provided with the grant contract.
- Database fields in the file sent to State History must conform to the standards of the statewide database (name, length, and type of fields) to facilitate transfer of data and to maintain a necessary degree of consistency. [See http://history.utah.gov/research_and_collections/cemeteries/submit_data_info.html. Data format will be provided to successful applicants.](#)
- [Cemeteries agree to transfer all data to the Utah State History upon completion of the inventory, and to provide at least quarterly updates](#) [Those cemeteries with no additional open plots](#) are exempted from this requirement.

Grant Issues

- Reasonably accurate cost estimates must be determined by obtaining **three** bids from qualified consultants.
- Grant amounts are limited to a maximum of \$5,000 per cemetery.
- Grants will be formalized with a signed contract between Utah State History and the grant recipient. Distribution of grant funds will be made upon satisfactory completion of the project.
- The local match may include cash expenditures (for consultant services, paid staff, software or hardware purchases, etc.) or donated goods and services (volunteers, donated software, hardware, etc.). **Only expenditures and matching contributions made during the contract period can count as the local match.**
- Grant recipients are required to keep records documenting expenditures, staff hours, and donations associated with the project. Grant recipients will be reimbursed upon receipt of evidence of meeting the agreed-upon program goals (or some part thereof) and expenditures of local match funds and/or donated services. Forms will be provided to document donated services such as labor. (Professional salary rates must be verified with documentation acceptable for auditing purposes.) Copies of invoices, receipts, canceled checks, or governmental payment ledgers documenting expenditures of funds are required.

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- Up to 50% of the grant reimbursement may be dispersed to the cemetery up front at the discretion of the Grants Committee.
- Grants at or below \$1,000 (especially for those cemeteries seeking only hardware and software, etc.) may be awarded a grant without the requirement of a 50% match.
- -50% of the grant reimbursement may be paid up front to the cemetery at the discretion of the Grant Committee.

What the Grant Can Be Used For

- Consultants and specialized companies to assist with GIS and digitization
- Assistance with records
- Hardware needed to run the database, such as computers
- Software for the database, such as Microsoft Excel or a professional database
- Connectivity installation and related requirements to allow cemeteries to provide digital access to their information
- Other requirements of digitization approved on a per cemetery basis

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What Can Be Used as a Match

- All of the following may be used as a match for the cemetery grant:-
 - Activities and work that further the cemetery's ability to complete an accurate inventory and digitization project may be used in addition to standard recording. This may include cleaning, repairing, or photographing headstones to access information from the inscription area regarding name, birth, death, and other statistical biographical information. This also includes inventorying veteran information and conducting surveys of the types and materials of headstones in the cemetery for the database. Other work efforts include digitization, data entry, mapping, contracts, gathering bids, creating reports, working with the state history cemetery program coordinator, etc.
- If something you would like to use as a match does not appear on this list, you must write a letter explaining its value to the digitization process. The Grants Committee will review your request and inform you of its decision. You must make this request at the time of submitting your application

Notes: In addition, the Cemetery Survey form will be updated in 2014 to request additional information from cemeteries and to assist in further promotion of the mandate of State History in this regard.

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Cemetery Consultants

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