



2025 NEGLECTED CEMETERY ACCOUNT GRANT PROGRAM GUIDELINES

The Intergovernmental Policy and Planning Division of the Office of Policy and Management (OPM) is accepting [Neglected Cemetery Account Grant Program](#) applications from eligible Connecticut municipalities seeking grant funds from the Neglected Cemetery Account.

PROGRAM:

[C.G.S. Sec. 19a-308b](#) established the Neglected Cemetery Account and authorizes OPM to make grants to eligible municipalities for the purpose of municipal maintenance of neglected burial grounds and cemeteries, as described in [C.G.S. Sec. 19a-308](#).

TIMELINE:

Application Release Date: January 6, 2025
Application Due Date: On or before 12:00 PM Thursday, February 13, 2025
Award Date: On or about March 31, 2025

APPLICATION INSTRUCTIONS:

- The complete application, any associated updates, addendums or related documents are available at [Neglected Cemetery Account Grant Program](#).
- All submissions related to this application must be sent via email to Debra.McCarthy@ct.gov. The subject-line of the email must include the municipality's name and "Neglected Cemetery Grant Account Application".
- The submission must be in PDF format.
- Applications are due on or before noon on Thursday, February 13, 2025.
- Eligible municipalities may submit **one application only**, on the prescribed application.
- The municipality must submit certified minutes of the meeting of its legislative body which:
 - identifies the Chief Executive Official by name and title, and states that said official is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award. For embossed certification stamps that do not contain ink, please darken the embossed stamp with graphite so that it can be seen when the document is scanned/copied.
- The municipality must submit a completed copy of the "Neglected Cemetery Application Checklist". (See application)
- The municipality must submit a "Statement of Work and Grant Award Budget". (See application)

GRANT AWARD FUNDING:

The program is funded from death certificate fees collected by the Department of Public Health, pursuant to C.G.S. §7-74(b)(2).

Actual award amounts will be made based on the number of approved applications and the available funds in the Neglected Cemetery Account.

In no event shall a municipality receive a grant unless and until the secretary determines, in the secretary's sole discretion, that the municipality has fully utilized or has plans to fully utilize any other funds previously granted to such municipality.

MUNICIPALITY ELIGIBILITY:

Municipality means any town, city or borough, consolidated town and city or consolidated town and borough.

Pursuant to [C.G.S. Sec. 19a-308\(a\)](#) a "neglected cemetery" is:

- a burial ground or cemetery containing more than six places of interment; and
- a burial ground or cemetery which has been neglected and allowed to grow up to weeds, briars and bushes, or about which the fences have become broken, decayed or dilapidated.

Subsection (b) of [C.G.S. Sec. 19a-308](#) relieves municipalities, municipal employees, and agents and officers of municipalities from criminal or civil liability for undertaking the care and maintenance of a neglected cemetery.

[C.G.S. Sec. 8-23](#) requires each municipality to prepare or amend and adopt a plan of conservation and development (POCD) at least once every ten years. In accordance with [Public Act 24-132](#), any municipality that fails to adopt a POCD every ten years shall be ineligible for discretionary state funding in excess of \$25,000 unless such prohibition is expressly waived by the OPM Secretary.

CONTRACT:

Grants will be awarded as a one-year (1) contract.

Municipalities selected to receive a grant will be notified and a listing of selected municipalities will be posted at [Neglected Cemetery Account Grant Program](#).

Those municipalities selected to receive a grant will be required to submit additional paperwork and will be required to enter into a contract which will have a start date and end date. The start date will be the date on which the contract has been fully executed (signed by both the municipality and the state, of which the latest signature date shall be deemed the start date). Only those allowable expenditures incurred between the contract start and end dates will be reimbursable. No reimbursement will be made for expenditures incurred prior to the start date or after the end date of the contract.

Once a municipality has a fully executed contract, the municipality will receive reimbursement instructions and forms. Reimbursement will be limited to only those allowable expenditures incurred between the start and end dates of the contract, only those allowable expenditures incurred for the type of work listed on the application, and only allowable work performed at the locations specified on the application.

ALLOWABLE USES OF GRANT FUNDS:

In accordance with [C.G.S. Sec. 19a-308\(a\)](#), only expenditures for the following four types of work can be reimbursed with Neglected Cemetery Account Grant funds:

1. Clearing of weeds, briars and bushes;
2. Mowing of the ground's lawn areas;
3. Repairing of the ground's fences or walls; and
4. Straightening, repair and restoration of memorial stones.

ALLOWABLE (expenditures must be incurred between the start and end dates of the contract):

- Fuel necessary to operate mowers or other mechanical tools while tending to neglected cemeteries
- Fence posts or rails to replace existing, broken or damaged rails or posts
- Hardware (nails, hinges, etc.) needed to repair existing fences or gates
- Pea stones, cement, stone dust, or other materials needed for the straightening of stones, shoring up, or anchoring of fences and or walls
- Labor and supplies for the straightening, repair, or restoration of broken headstones
- Supplies related to the cleaning/preservation of headstones
- Dumping and or hauling fees related to the removal of brush
- Contracted labor for allowable work
- Overtime municipal labor (NOT regular time) for allowable work
- Other expenditures not specifically listed above will be considered on a case-by-case basis and may be allowed if they are deemed a necessary and allowable expenditure related to performing the type of work listed as 1 through 4 above

NOT ALLOWABLE:

- Any expenditures incurred prior to the start date or after the end date of the contract
- The purchase or rental of equipment or tools (lawn mowers, weed-whackers, shovels, post hole diggers, saws, drills, hammers, etc.)
- Ancillary supplies (hand cleaner, wipes, paper towels, drinks, food, etc.)
- Replacement of headstones
- Labor or materials for any activities NOT directly related to work that is deemed allowable
- Municipal labor that is performed during the course of the employee's regular work schedule

COMPLIANCE REQUIREMENTS:

Not only does state law protect Connecticut's ancient burial grounds and historic grave markers, it also mandates the respectful renovation and maintenance of historic cemeteries. These protections cover any tract of land within a municipality that has been used as a burial ground for more than 100 years, which is defined as an ancient burial ground. See: [Historic Cemeteries and Gravestone Protection](#).

If you're planning any restoration, improvements or changes to an ancient burial ground, you must:

- notify the State Historic Preservation Office ([SHPO](#));
- inform any direct descendants of the people buried there; and
- contact the appropriate probate court.

Depending on the nature of the project to be funded with this grant, certain projects may require additional reviews, evaluations, permits, approvals and or certifications, including but not limited to: Connecticut Commission on Human Rights and Opportunities ([CHRO](#)), Connecticut Environmental Policy Act ([CEPA](#)) evaluation, Flood Management Certification ([FMC](#)); State Historic and Preservation Office ([SHPO](#)) review. Such reviews, evaluations, permits and or certifications could significantly impact project costs and timelines. The grantee should only submit applications for such projects when it is able to continue with the proposed project and spend down the grant within the terms of the contract period despite these added costs and extended project timelines.

CONTACT INFORMATION:

- Program information: Martin.Heft@ct.gov or 860.418.6355
- Application submission: Debra.McCarthy@ct.gov or 860.418.6297