



South Dundas Memorial Tree and Bench Program Application Form

The South Dundas Memorial Bench and Tree Program provides an opportunity for remembrance by the donation of a memorial bench and/or tree. The Municipality will issue income tax receipts to donors (the cost of the plaque will be deducted from the donation).

The installation, upkeep, and maintenance of the memorial bench, tree, and plaque is the responsibility of the Municipality. It is noted that sometimes, trees may become diseased or die due to various reasons. Should this occur, the tree will be removed, and Municipal staff will replace the tree and re-install the plaque.

Application Process:

- 1) Please complete the application form and submit it in person at the Municipal Office or email it to epalmerguindon@southdundas.com
- 2) Staff will review the application and work with the applicant on the desired location of the tree and/or bench.
- 3) Staff will obtain a monetary estimate and follow up with applicant for approval. Once the applicant provides written approval to proceed with the purchase, Staff will complete the order and provide details for the applicant to complete the payment. The donor shall pay, in advance, the full costs of the purchase, supply, delivery, and installation of the memorial bench, tree and/or plaque.
- 4) Once the item arrives and payment has been received, Staff will install the item in accordance with step number 2.
- 5) Staff will contact the applicant when installation is complete.

Applicant Information:

Date:	Tree and/or Bench
First Name:	Last Name:
Address:	
Phone:	Email:



Location:

1 st Choice Preferred Park and Location:
2 nd Choice Preferred Park and Location:

Memorial Bench:

	Tahoe Series	
	Moraine Series	

Memorial Tree:

	Memorial Tree with Plaque	1 st Choice Tree: 2 nd Choice Tree:
	Memorial Tree without Plaque	1 st Choice Tree: 2 nd Choice Tree:
	Have a plaque put on an existing Tree	Location of Tree:



Plaque:

Wording is to consist of no more than 120 characters (this includes spaces and punctuation) and will be aligned in the center of the plaque.

Wording and/or layout of wording will be at the Municipality’s discretion and may be subject to modification, however, a proof of the plaque will be provided prior to ordering.

Common phrases include “In loving Memory of” or “In Tribute to” or “To Commemorate”.

<p>Preferred Wording (Three lines and under allow for the font to be larger)</p> <p>_____</p> <p>_____</p> <p>_____</p>

Applicant Submission:

By signing this application form, the applicant agrees that they have reviewed Policy No. 3-20, *Memorial Bench and Tree Program*, and agrees to the terms set out on this application form.

Applicant Signature:	Date:
Staff Signature:	Date:

Please Note:

~ All monetary donations and/or in-kind donations made to the Municipality and its agencies must be given unconditionally and voluntarily without any expectation of benefit and donations are non-refundable.

~ Fees are reviewed annually and subject to change.