



Letters of Support Policy

EX 1.1.21

1. Policy intent

Council recognises the important roles that community groups, not for profit organisations and service providers perform in our region for social cohesion, economic development and recreational opportunities. The purpose of this policy is to ensure Council manages requests for letters of support for grant applications in an efficient, effective, transparent and accountable manner.

The key aims are:

- To ensure there is a standard and set process used when providing letters of support
- To ensure that letters of support align to Council's strategic priorities and values.

2. Scope

This policy applies to requests to Council for the assessment and provision of letters of support for grant applications.

3. Background/supporting information

Council receives requests for letters of support from individuals, community groups, businesses, sporting clubs and not-for-profit organisations on a regular basis. Letters of support mainly relate to community groups, organisations and sporting clubs applying for grants.

Providing support for programs, projects and events within the Tablelands region can be critical for securing funding.

Some grant applications involve capital works, which has the potential to impact Council's asset register, maintenance works, long-term financial plan and budgets.

TRC's Corporate Plan 2017-2021 states Council's corporate objective to adopt sound asset management frameworks and strategies according to broad sustainability principles and cost effectiveness. Letters of support for grants involving capital works on Council land will be considered with this objective in mind.

All relevant information should be provided to Council, to enable an informed decision.

4. Policy statement

Council will assess all requests for letters of support in a fair, equitable and reasonable manner.

Requests for letters of support for advocacy efforts and improved services will be aligned to Council's strategic goals and priorities outlined in the Corporate Plan 2017-2021.

The following conditions will apply for requests for letters of support for grant applications:

- The grant application must have a clear community or economic benefit to the Tablelands Regional Council Local Government Area.
- The application must be in line with Council's strategic direction.
- There is an identified need for the project and evidence of community support.
- There are no current or future cost to be incurred by Council.
- Council will be indemnified from any future obligations in continuing events or projects that have been initiated by community groups or other third parties, if Council determines there is no ongoing community benefit.
- The project must align to Council's objective to adopt sound asset management frameworks and strategies according to broad sustainability principles and cost effectiveness (TRC Corporate Plan 2017-2021).

Letters of support will not be provided if:

- Council is applying for grant funding from the same funding body and it is considered that the application will be in direct competition with Council's application.
- Council operates a program similar or the same as that of the application.
- The objectives of the application or request do not fit with Council's strategic priorities.
- There is an expectation to continue the event/project beyond reasonable timeframes.

5. Process

Requests for letters of support must:

- Be submitted in writing to info@trc.qld.gov.au or PO Box 573, Atherton Q 4883.
- Include required information for assessing the request (Letter of support request form).
- Be received as early as possible to allow appropriate time for research and evaluation (for capital projects on Council land 28 days' notice and all other requests, 14 days' notice is appreciated).

6. Responsibility

Council is responsible for the adoption, amendment and repeal of the Policy and the Chief Executive Officer is responsible for the development and amendment of any associated procedures and guidelines relevant to the Policy.

7. Review

It is the responsibility of the Office of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

This Policy is to remain in force until otherwise amended/repealed by resolution of Council.

JUSTIN COMMONS
CHIEF EXECUTIVE OFFICER