



POLICY MANUAL

Legal References: <ul style="list-style-type: none"> <i>Municipal Government Act</i> 	Policy department: Legislative Services
Cross References: <ul style="list-style-type: none"> Procedural Bylaw 	Policy Number: B29
Adoption Date: <ul style="list-style-type: none"> November 4, 2019 - #CM20191104.023 	Policy Title: Letter of Support Policy
Revision Date: <ul style="list-style-type: none"> 	Review Date: November 2022

POLICY PURPOSE:

- The purpose of the Letter of Support Policy is to establish a consistent approach for evaluating and responding to requests for Letter of Support from community-recognized Non-Profit Organizations (NPO) and Other Organizations.

DEFINITIONS:

- “Non-Profit Organization (NPO)”** means County-based registered organization with an identified non-profit mission, operation or purpose and are commonly or traditionally known in/to the community, including but not limited to school, sports, youth, and seniors’ groups and is open to all County residents to participate.

“Other Organization” means groups that the County supports through advocacy and strategic directive, including but not limited to sports teams, committees and associations, other municipalities, and private individuals and is open to all County residents to participate.

“Letter of Support” means a written document to a NPO or Other Organization which recognizes the merit of the NPO’s or Other Organization’s respective program, project or initiative and may be used elsewhere by the NPO for requesting financial assistance, goods or services.

POLICY STATEMENT AND GUIDELINES:

- The County of Grande Prairie No.1, from time to time, receives requests from NPO’s or Other Organizations seeking County’s support for their endeavors, and the County recognizes how various NPOs and Other Organizations contribute to the quality of life in the County or assist in addressing the common needs in the communities.
- Requests for Letter of Support must come from a NPO or Other Organization as defined in this policy.



5. Letter of Support requests that do not meet this Policy's criteria will be declined and notification will be sent to the applicant.
6. Requests which may be considered contentious, divisive or inappropriate will not be considered.
7. Letter of Support requests, once approved by Legislative Services for completeness and compliance with this policy, will be forwarded to a Regular Council Meeting for Council consideration.
8. A request for Letter of Support does not obligate or bind the County in any way to financial support or assistance at any time.

CONFIDENTIALITY:

9. The use and interpretation of all County policies and schedules must comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

RECORDS MANAGEMENT REQUIREMENTS:

10. All documentation must be filed in accordance with the Records Management Policy and comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

POLICY AUTHORITY:

11. The Chief Administrative Officer has the authority to amend the related Schedules of Policy B29 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

ATTACHMENTS:

12. Schedule "A" – Request for Letter of Support Form
Schedule "B" – Letter of Support Process



Schedule "A" Request for Letter of Support Form

Organization/Group Name:	
<small>(by completing and signing this document, you acknowledge that you are the delegated authority to submit this request)</small>	
Contact Person:	Signature:
Address:	
City:	Postal Code:
Telephone:	
Email:	NPO or Other Organization as Defined in Policy:
Project, Program, or Initiative support requested:	
Description of proposed program, project or initiative. Please provide a brief statement of the work being proposed, including who will be served, by what activities, over what time period, using what resources, in coordination with whom, in what geographic area. As well as, how it would benefit the County:	
<small>(If applicable)</small>	
GRANT INFORMATION <small>(by completing and signing you acknowledge that you are the delegated authority to submit the request)</small>	
Name of grant for which you are applying for:	
Amount of Grant Requested:	Grant Due Date:
Grant Organization:	
Address:	Email:
City:	Postal Code:
Telephone:	

Please add additional information you may have, including a detailed list of other funding partners, on a separate sheet and attach all supporting letters, documents or materials.

Please submit this form completed and all supporting materials to the County of Grande Prairie's Office using the following methods:

In Person at: 10001 – 84 Avenue, Clairmont **By Mail:** 10001 – 84 Avenue, Clairmont AB. T8X 5B2

By Email: legislativeservices@countygp.ab.ca

INTERNAL USE ONLY	Date of Request:	CAO Review:
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This information shall become public information unless deemed by the CAO to be confidential and "Closed Session" as per Procedural Bylaw #3001. The personal information requested on this form is being collected for Council Meeting Delegation Requests, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act.

If you have any questions about the collection, contact our FOIP Coordinator at (780) 532-9722.

Policy Name: Letter of Support Policy

Policy Number: B29

Schedule: "A"



Procedure Title:	Letter of Support Process
Policy Name:	Policy B29 – Letter of Support Policy
Schedule:	“B”
Adoption Date:	November 4, 2019
Revision Date:	

Purpose:

To define a process in which the County would consider a Letter of Support request from an NPO or Other Organization.

Procedure:

1. All requests for letters of support shall be presented to Council;
2. In order to adequately assess a request, those seeking a letter of support from the County will be required to provide the following information with their request in the prescribe form in Schedule “A”:
 - a. Identify the group's status (a NPO and/or Other Organization) as defined in policy;
 - b. Identify the proposed program, project or initiative;
 - c. Describe the program, project or initiative and identify how the program, project or initiative is of benefit to the County and its residents;
 - d. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the County; and
 - e. Identify contact information and address for the appropriate Grant Organization.
3. NPOs and Other Organizations are encouraged to provide a draft letter of support with their request;
4. NPOs and Other Organizations are encouraged to use the Request for Letter of Support Form attached to this Policy as Schedule “A”;
5. Requests will be received by Legislative Services, reviewed for completeness and provided to the CAO for review.
6. Legislative Services to draft letter and circulate to appropriate department before issuing letter.