

REQUESTS FOR LETTERS OF SUPPORT POLICY
Council Policy No. 137/18

PURPOSE:

To provide efficiency in responding to requests received from local non-profit organizations for letters of support for grant and/or funding applications.

POLICY:

Council authorizes staff to provide a letter of support to those local non-profit organizations who request one as part of a grant/funding application requirement if the following criteria are met:

- there is no financial contribution required from the City, and
- there is no in-kind contribution (facility space or staff time) required from the City.

All letters of support shall be signed by the Mayor or Acting Mayor. A copy of the letter of support will be placed on Council's Regular Agenda in the Council Information Package Section.