



Letter of Support

Legislative Services
Policy B29

Policy:	B29 – Letter of Support
Policy Department(s):	Legislative Services
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Policy Purpose

To establish a consistent approach for evaluating and responding to requests for Letter(s) of Support from community-recognized Non-Profit Organizations (NPO) and Other Organizations.

Policy Statement

County of Grande Prairie No. 1 Council is proud to support local Non-Profit Organizations and Other Organizations with Letter(s) of Support for various projects and initiatives that contribute to the quality of life in the County or assist in addressing the common needs in communities.

Definitions

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“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.

“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.

“Responsible Department” means the department that is the subject matter expert in the topic of the requested letter of support and who is responsible for drafting the correspondence.

Policy Guidelines

1. The County, from time to time, receives requests from NPO’s or Other Organizations seeking the County’s support for their endeavors.



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2. Requests for Letter(s) of Support must come from a NPO or Other Organization as defined in this policy.
3. Requests for Letter(s) of Support that do not meet this policy's criteria will be declined and notification will be sent to the applicant.
4. Requests which may be considered contentious, divisive, or inappropriate will not be considered.
5. Requests for Letter(s) of Support will be reviewed by Legislative Services for completeness and compliance with this policy and forwarded to the Responsible Department for inclusion at the next available Regular Council Meeting for Council consideration.
6. A request for Letter of Support does not obligate or bind the County in any way to financial support or assistance at any time.
7. 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 prescribed form:
 - 7.1. Identify the group's status (a NPO and/or Other Organization) as defined in this policy;
 - 7.2. Identify the proposed program, project or initiative;
 - 7.3. Describe the program, project or initiative and identify how the program, project or initiative is of benefit to the County and its residents;
 - 7.4. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the County; and
 - 7.5. Identify contact information and address for the appropriate grant organization.
8. NPOs and Other Organizations must provide a draft letter of support with their request.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Procedural Bylaw
Other	Request for Letter of Support Form Online Outgoing Correspondence Procedure



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Revision History

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July 11, 2022	Reviewed and Amended CM20220711.006
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