



Request for Letter of Support

Non-Profit Organization, Organization or Individual requesting a Letter of Support:

Date Letter of Support is Required, if approved: _____

Proposed program, project or initiative:

How will this program, project or initiative benefit the Town and its residents?

Contact Information (email and telephone number) for the recipient of the Letter of Support:

Contact Information (email and telephone number) requester:

Draft Letter of Support attached: ☐ **Yes**

☐ **Draft to follow** (*a draft Letter of Support is required before your request will be considered, see S. 4.4 c. of Council-030 Letter of Support Policy*)

Please contact the Legislative Services team by email legislativeservices@diamondvalley.town or phone 403-933-4348 if you require assistance.

4. SUBMITTING REQUESTS

- 4.1.** The Town, from time to time, receives requests from NPOs, Other Organizations or individuals seeking the Town’s support for their grant applications, award applications, projects, fundraising, etc.
- 4.2.** Requests for Letter(s) of Support must be submitted by an NPO, Other Organization or individuals as defined in this policy or as otherwise directed by Council.
- 4.3.** Requests for Letters of Support must be received by the Town within the Agenda publication deadlines for the appropriate Council meeting.
- 4.4.** Any NPO, Other Organization or individual seeking a Letter of Support from the Town must provide the following information in their submission:
 - a.** Identify the group, the group’s status (NPO, Other Organization or individual as defined in this policy) and a brief description of the purpose or mission of the group;
 - b.** Identify the proposed program, project or initiative;
 - c.** Provide a draft Letter of Support describing the program, project or initiative and identifying how the program, project or initiative is of benefit to the Town and its residents. This letter may be edited and/or altered by Administration before being sent to Council.
 - d.** Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Town; and
 - e.** Identify contact information and address for the recipient of the Letter of Support.
 - f.** Identify any deadline by which the applicant must have the Letter of Support, if approved.
- 4.5.** **A request for a Letter of Support, whether issued or not, does not obligate or bind the Town in any way to financial support or other assistance at any time.**

5. CONSIDERING REQUESTS

- 5.1.** Request for Letter(s) of Support will be reviewed by Administration for completeness and compliance with this policy. Submissions that do not meet this policy’s criteria will be returned to the applicant as incomplete.
- 5.2.** Submissions that cannot be included in a Regular Council meeting Agenda in time to meet any required deadlines can be decided in the following manner:
 - a.** Legislative Services will email the submission to the CAO and Council;
 - b.** If 3 approvals and no objections are received within 2 business days Administration may provide a Letter of Support.
 - c.** The original submission and the final Letter of Support will be placed on the next available Consent Agenda for Council’s information.

6. RELATED DOCUMENTS

- 6.1.** The following documents are referenced in this Policy and may be amended as required for operational requirements.
 - a.** Request for Letter of Support Form (hard copy and/or online submission)

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- Council reserves the right to provide an immediate or a delayed response and may direct Administration to provide additional information or respond on their behalf.
 - **This form, along with any supporting information, any public input, feedback or presentation to Council in the form of letters, emails or in-person dialogue becomes a public record, and may be published in a Council Agenda Package, or a video recording of the Council meeting, which is posted on the Town of Diamond Valley website or social media platforms for viewing. All presentations are heard at a public meeting.**