

Provision of Letters of Support for Community Projects

Objective

The object of the policy is to formalise the criteria for the provision of support letters to community organisations seeking funding from non-City of Albany bodies or entities.

Policy Statements

The City of Albany will consider applications for the provision of support letters for community groups applying for funding from external bodies where:

- The project does not compromise existing Council strategies policies or planning/developmental objectives for the City of Albany, the location or activity in question.
- The project does not contravene any laws or regulations
- The project is of benefit (socially, economically and or environmentally) to the wider community
- All measures have been taken to minimise/reduce the impact of the project on the environment.

To ensure that there is no policy, planning or other implications in providing a letter of support, each application must be approved by an Executive Director.

Groups requiring a letter of support from the City of Albany must complete an application for letter of support and submit with a brief outline of the project to the attention of the Mayor.

Groups must apply a minimum of 10 business days before the letter is required

All projects that receive a letter of support will also be listed on the City of Albany projects database.

Scope

This policy extends to all community and or not for profit organisations based or operating within the City of Albany boundaries.

Legislative and Strategic Context

This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan.

- **Key Theme:** A Sense of Community
- **Strategic Objective:** To develop and support a healthy, inclusive and accessible community.

Review Position and Date

Executive Manager Community Services to review annually.

Associated Documents

Community Project Support Letter Application Form

| Document Approval | | | |
|--------------------------------------|---|---|-----------------------|
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| Senior Community Development Officer | | Executive Manager Community Services | |
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| 1.0 | Executive Director Community Services | Approved by Executive Management Team | 18/04/2012 |
| 1.1 | Executive Manager Business Governance | Reviewed and amended: <ul style="list-style-type: none"> • Update Strategic Context • Appended with document approval and revision history. | 20/03/2014 |
| 1.2 | Senior Community Development Officer | Reviewed under delegated authority. Amended: <ul style="list-style-type: none"> • From CEO to Executive Manager Community Services to review annually. NP1223677 | 07/07/2016 |
| 2.0 | Senior Community Development Officer | Reviewed and re-approved. NP1766639 | 12/06/2017 |