

## 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

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
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"> <li>Update Strategic Context</li> <li>Appended with document approval and revision history.</li> </ul>	20/03/2014
1.2	Senior Community Development Officer	Reviewed under delegated authority. Amended: <ul style="list-style-type: none"> <li>From CEO to Executive Manager Community Services to review annually. NP1223677</li> </ul>	07/07/2016
2.0	Senior Community Development Officer	Reviewed and re-approved. NP1766639	12/06/2017