

Title: Letters of Support

Policy No: 8003

Effective Date: January 26, 2016

Motion Number: 16.01.29

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The purpose of the Letters of Support Policy is to establish a fair policy and consistent procedure for Greenview’s Administration to follow while providing Community-Recognized Non-Profit Organizations (NPO) with an opportunity to apply for a Letter of Support, in which Greenview’s Administration recognizes the merit of the NPO’s respective initiative.

DEFINITIONS

Community-Recognized Non-Profit Organization (NPO) – Greenview-based organizations (may include but are not limited to: school, sports, youth, and seniors groups) with an identified non-profit mission, operation or purpose and are commonly or traditionally known in/to the community

Letter of Support – A written document provided by Greenview’s Administration to a NPO which recognizes the merit of the NPO’s respective initiative and may be used elsewhere by the NPO for requesting financial assistance, goods or services.

POLICY

1. Greenview will accept and consider requests for a Letter of Support from NPO which is seeking written support of their respective initiative.
2. Greenview will provide a Letter of Support to a NPO which has identified why they are applying for assistance elsewhere, as well as how, when, where and what it will contribute to community-betterment.
3. Greenview may choose not to provide a Letter of Support to a NPO which has not identified the aforementioned criteria.

PROCEDURE

1. A NPO request for a Letter of Support will be received and reviewed by Greenview on a first come first serve basis.
2. Upon receipt of a request for a Letter of Support, Greenview will evaluate the application on the basis of who, what, when, where, why and how the initiative will contribute to community-betterment.

3. Providing these conditions have been met, Greenview will provide the NPO with a Letter of Support for their future use.
4. Greenview Administration will provide Council with a copy of the Letter of Support at the next Council Meeting for their information.