

Purpose:

- 1 The City of Red Deer (The City) often receives requests for letters of support. This policy identifies the requirements for The City to provide letters of support to organizations and individuals in the community.

Policy Statement(s):

- 2 The City may provide a Letter of Support if the following requirements are met:
 - (1) An application is being made for provincial or federal grant programs; (letters of support will not be provided for application to a local granting agency).
 - (2) The project is consistent with The City's Strategic Plan.
 - (3) The project does not contradict, compromise, or duplicate the efforts of programs and services of The City or other organizations.
- 3 Requests for Letters of Support must include:
 - (1) project description
 - (2) benefit to the organization/individual and the community
 - (3) brief description of the organization (i.e. membership, programs and services, how long the organization has been operating, etc.)
- 4 Requests for Letter of Support related to a funding application must include:
 - (1) funding source/program
 - (2) address of the funding source
 - (3) funding amount being requested
 - (4) project budget and funding sources
- 5 The City requests a minimum of two weeks notice prior to the date the organization or individual requires the letter. Consideration of requests may be considered with less than two weeks notice but cannot be guaranteed.
- 6 The City Manager's signature is required on a Letter of Support related to a funding application; other letters of support require the Mayor's signature.
- 7 The City reserves the right to deny the request for a Letter of Support.

Definitions:

- 8 Letter of Support: A written document, provided by The City that endorses an organization for its standing and value in Red Deer.
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References/Links:

- 1 3009-CP Letters of Support

Scope/Application:

- 1 This policy applies to the Community Services Division.

Authority/Responsibility to Implement:

- 1 General Manager of Community Services is responsible for ensuring the requirements of this policy are met and updates are completed as required.
- 2 The appropriate department and/or section will review requests for letters of support.

Inquiries/Contact Person:

- 1 General Manager of Community Services
- 2 Community Services Divisional Strategist

Document History:

Date	Signature	Title
Approved: July 21, 2010	“Craig Curtis”	City Manager
Revised: July 13, 2020	“Allan Seabrooke”	City Manager