

CD005	LETTERS OF SUPPORT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually - December
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Nil	OCM 12/05/24

CD005 Letters of support

OBJECTIVES

Council recognises the important roles that community groups, not-for-profit organisations and service providers perform in our region to promote social cohesion, economic development, and recreational opportunities.

This policy is to ensure the Shire manages requests for letters of support for grant applications in an efficient, effective, transparent, and accountable manner. This policy is to:

- Ensure there is a standard and set process used when providing letters of support; and
- Ensure that letters of support align to Council's strategic priorities and values.

POLICY STATEMENT/S

Council receives requests for letters of support from individuals, community groups, businesses, sporting clubs and not for profit organisations on a regular basis.

Letters of support mainly relate to community groups, organisations and sporting clubs applying for grants. Providing support for programs, projects and events within the Shire of Carnarvon can be critical for securing funding.

Some grant applications may involve capital works, which has the potential to impact Council's asset register, maintenance works, long term financial plan and budgets.

The Shire will assess all requests for letters of support in a fair, equitable and reasonable manner, applying the following conditions:

- The grant application must have a clear community or economic benefit to the Shire of Carnarvon, an identified need for the project and clear evidence of community support.
- The application must be in line with Councils strategic direction as set out in the Strategic Community Plan.



- There are no current or future costs to be incurred by Council.
- Council will be indemnified from any future obligations in continuing events or projects that have been initiated by community groups or other third parties if Council determines there is no ongoing community benefit.
- The project must be consistent with the Council's objective to adopt sound asset management frameworks and strategies (Corporate Business Plan as updated from time to time)

Letters of support will not be provided if –

- The Shire is applying for grant funding from the same funding body, and it is considered that the application will be in direct competition with Council's application.
- Council operates a program similar or the same as that of the application.
- The objectives of the application or request do not fit with Council's strategic priorities as set out in the Strategic Community Plan.
- There is an expectation to continue the event/project beyond reasonable timeframes.

Process

Requests for letters of support must:

- Be submitted in writing to the CEO, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701 or by email to the Senior Executive Officer – shire@carnarvon.wa.gov.au
- Include an informative description of the project, of no more than one page,
- Include the drafted letter of support covering the points required to be addressed.