



## **Title: Village Letter of Support Policy**

### **Purpose:**

To respond consistently to individuals, groups, or organizations who make a request for letters of support from the Village of Burns Lake.

### **Policy:**

The Village of Burns Lake, from time to time, receives requests from individuals, groups, or organizations seeking Village Council support for their endeavors. Those seeking a letter of support from The Village will be required to complete a 'Request for Letter of Support Form' in order to provide The Village with the information necessary to consider the request. Village staff will acknowledge the request and forward it the Mayor and CAO for consideration upon receipt. If the request falls under the following criteria and does not conflict with other Village policies or initiatives, a letter of support will likely be provided:

Criteria to be met by applicant:

1. The request is from a local non-profit and/or recognized community organization;
2. The project is of direct general benefit to the overall community;
3. There is no cost to the Village related to the specific request;
4. A 'Request for Letter of Support Form' has been completed and submitted to the Village Office.

### **Procedure:**

1. A completed 'Request for Letter of Support Form' must be received at least two weeks before the due date for the granting deadline to ensure that the letter can be written in time to be submitted with the application.
2. The Mayor and CAO, or designate, will consider the requested letter of support to ensure that the application fits within the best interest of the residents of the Village of Burns Lake, and that the application is not in competition with any current Village of Burns Lake grant application.
3. A letter will be provided to the applicant within one week of the application being received.

### **Attachments:**

- Village of Burns Lake Request for Letter of Support Form

Approved: [ September 4, 2012 ]

Amended: [ ]



## Request for Letter of Support Form

As per Village Of Burns Lake Policy GG10, a 'Request for Letter of Support Form' must be completed and submitted to the Village Office to be considered by Village Council.

**Individual** \_\_\_\_\_ **Group** \_\_\_\_\_ **Organization** \_\_\_\_\_ *(Check Only One)* **Date of Request:** \_\_\_\_\_

**Organization/Group Name):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Name Support Requested For:** \_\_\_\_\_

**Description of proposed project or program. Please provide a brief statement of the work being proposed, including who will be served, by what activities, over what time period, by whom, using what resources, in coordination with whom, in what geographic area:**

### GRANT INFORMATION

**Name of grant for which you are applying for:** \_\_\_\_\_

**Amount of Funding Requested:** \_\_\_\_\_ **Grant Due Date:** \_\_\_\_\_

**Grant Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Please add additional information you may have, including a detailed list of other funding partners, on a separate sheet and attach all supporting letters, documents or materials.**

*Please submit this form completed and all supporting materials to the Village of Burns Lake Office using the following methods:*

**In Person at Village Office:** 15 3<sup>rd</sup> Ave, Burns Lake, BC

**By Mail:** PO Box 570, Burns Lake BC, V0J 1E0

**By Email:** [village@burnslake.ca](mailto:village@burnslake.ca)

