

## Provision of Letters of Support for Community Projects Policy & Procedure

### Objective

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

The purpose of this policy is to ensure the City of Albany manages requests for letters of support for grant applications in an efficient, effective, transparent and accountable manner.

The key aims are:

- To ensure there is a standard and set process used when providing letters of support;
- To ensure that letters of support align to Council's strategic priorities and values;
- To ensure that supported projects do not compromise existing strategies, policies or planning and development objectives;

### Policy Statements

The City of Albany (the City) will assess all requests for letters of support in a fair, equitable and reasonable manner. Requests for letters of support for advocacy efforts and improved services will be aligned to Council's strategic goals and priorities outlined in the City's Community Strategic Plan.

**A: Conditions:** The following conditions will apply for requests for letters of support for grant applications:

- The grant application must have a clear community or economic benefit to the City of Albany Local Government Area and surrounding region;
- The application must be in line with Council's strategic direction;
- There is an identified need for the project and evidence of community support;
- The City will be indemnified from any future obligations in continuing events or projects that have been initiated by community groups or other third parties, if the City determines there is no ongoing community benefit;
- The project must align to Council's objective to adopt sound asset management frameworks and strategies according to broad sustainability principles and cost effectiveness;
- Where there are current or future cost to be incurred by the City, these need to be clearly articulated and approved as per the adopted Delegations Register;
- The community group has taken all reasonable measures to minimise/reduce the risk of the project (including holding appropriate insurances); and
- If the City is applying for grant funding from the same funding body, the application will be assessed on a case by case basis, based on merit and demonstrated positive outcomes for the community.

**B: Letters of Support:** Letters of support will not be provided if:

- Adequate time has not been provided for the application to be processed;
- The applicant has not provided sufficient information for the application to be processed;
- The City operates a program that is similar or the same as that of the application;
- The objectives of the application or request do not fit with Council's strategic priorities;
- There is an expectation to continue the event/project beyond reasonable timeframes; or
- The contribution from the City has not been approved/endorsed under the Delegations Register.

## Scope

This policy extends to all community and/or not for profit organisations based or providing services within the City of Albany boundaries.

## Legislative and Strategic Context

This Policy relates directly to the following objectives within the Albany 2030 Community Strategic Plan.

- **Themes:**
  - 1 Leadership
  - 4 Community Health and Participation
- **Objectives:**
  - 1.1 To establish and maintain sound business and governance structures
  - 4.2 To create interesting places, spaces and events that reflect our community's identity, diversity and heritage

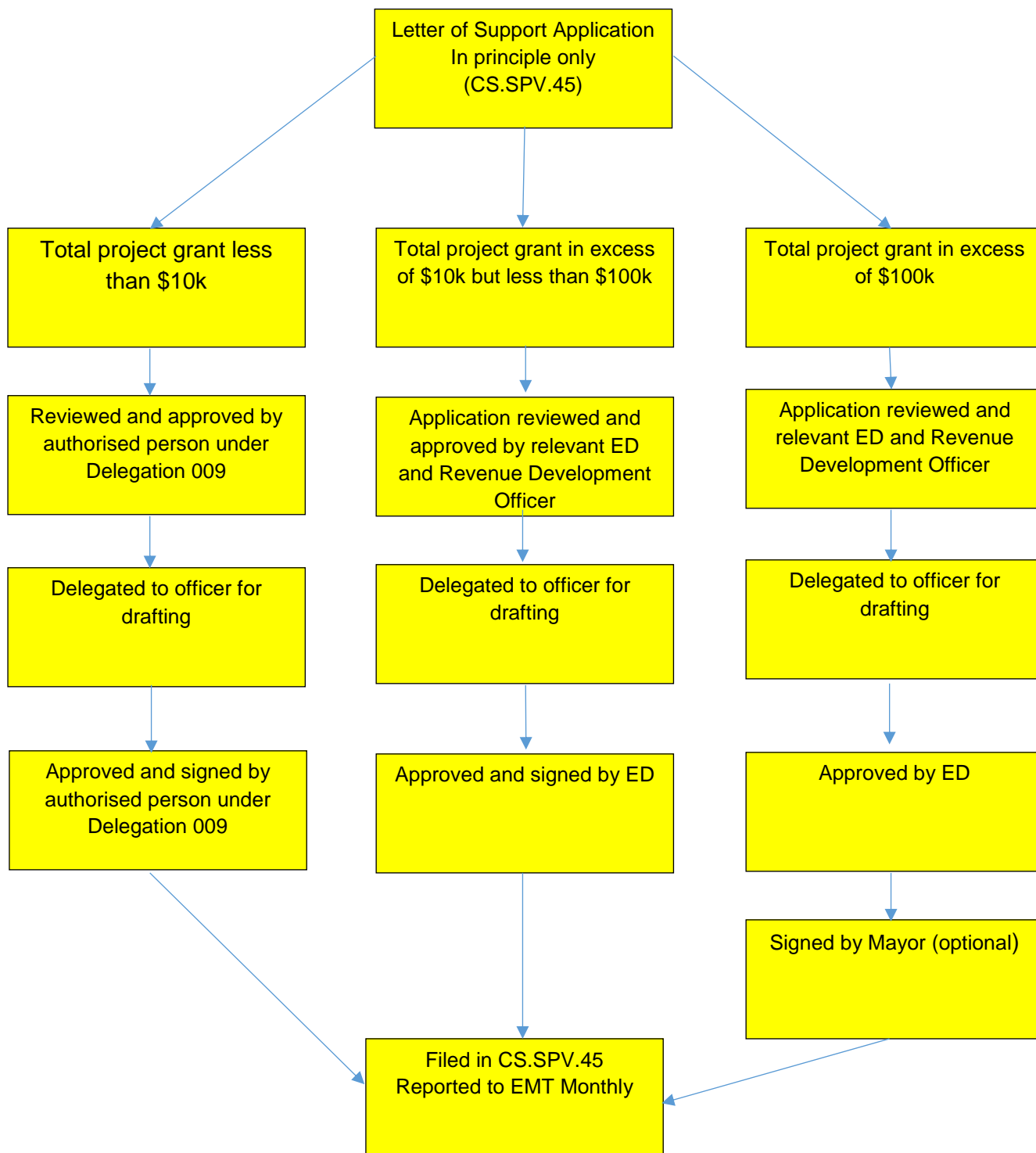
## Review Position and Date

This policy and procedure is to be reviewed by the document owner every three years.

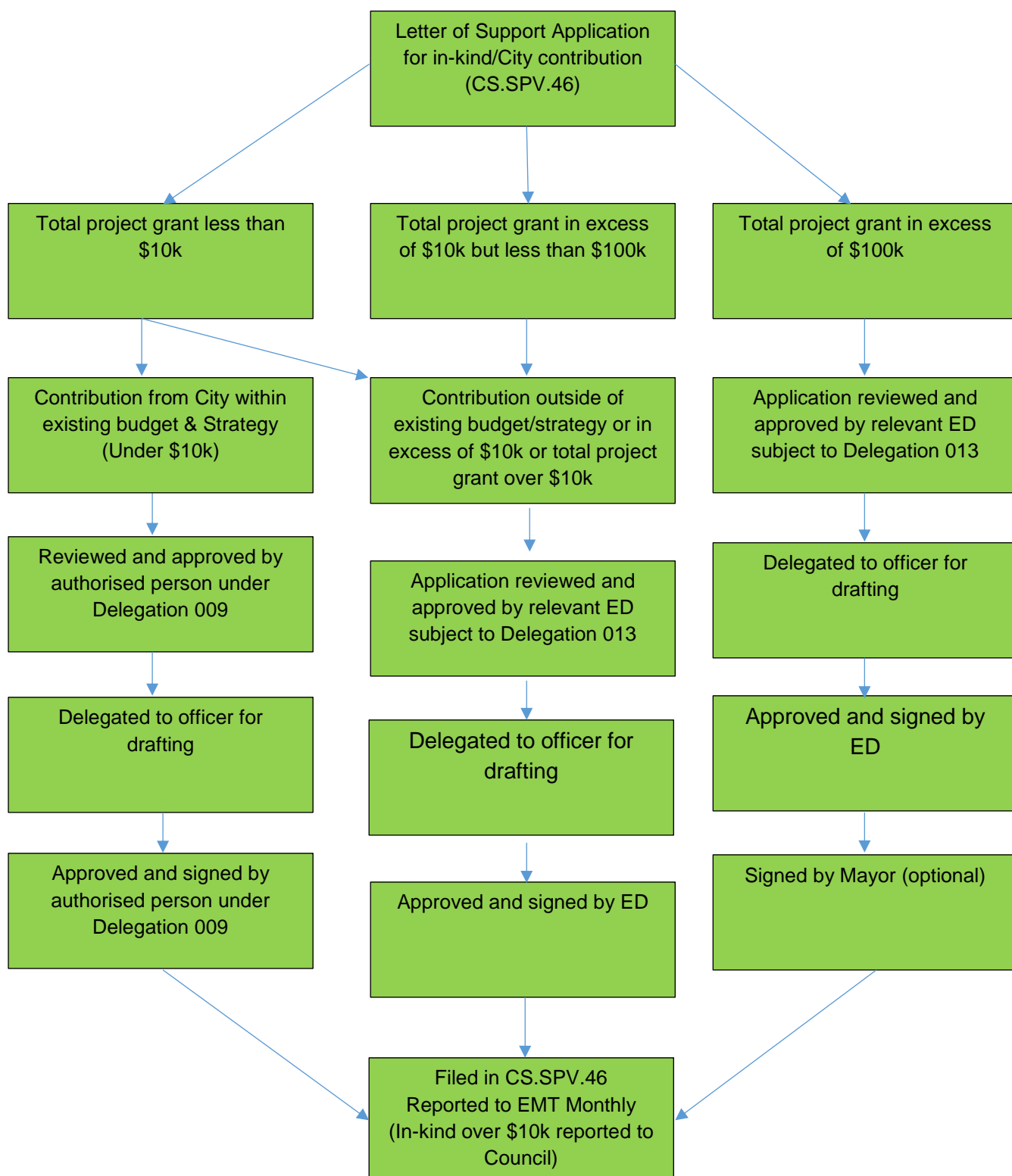
## Associated Documents

- Letter of Support Application Form (for in-principle project support only)
- Letter of Support Application Form (for in kind or contribution support from City of Albany)

## Procedure A: Flowchart – In Principle Support Only



## Procedure B: Flow Chart - Projects that require in-kind or contribution from City of Albany



<b>Document Approval</b>			
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