



## **POLICY – 7.5 –Letters of Support for Community Projects**

### **Relevant Delegation**

N/A

### **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.

From time to time the Shire receives requests for letters of support, usually in relation to grant applications.

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

The key aims are to ensure that:

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

### **Policy Statement**

The Shire 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 Shire'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 Shire of Menzies 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 Shire 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 Shire 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 costs to be incurred by the Shire, these need to be clearly articulated and approved as per the adopted Budget, or 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 Shire 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.
- Where support is sought in respect of a grant of under \$10,000, and which complies with this Policy, the CEO is authorised to provide a letter of support, or may invite the Shire President to do so,
- Where support is sought in respect of a grant of more than \$10,000, and which complies with this Policy, the Shire President is authorised to provide a letter of support or may request that the Council determine whether such support will be provided, or not.

## **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 Shire 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
- Any proposed contribution from the Shire has not been approved/endorsed under the adopted Budget or Delegations Register.

– *End of Policy*

ADOPTED: 29 AUGUST 2024