



Section Office	Policy No. 11-2	Page 1 of 1
Policy Title Letter of Support	Date: October 27, 2020	Motion No. 477/2020

Purpose:

Kneehill County (The County) often receives requests for letters of support. This policy identifies the requirements for the County to provide letters of support to organizations and individuals in the community.

Policy Guidelines:

Requests for letters of support or recognition from Kneehill County will be coordinated through the Chief Administrative Officer/Legislative Services Department and are to be put in writing and include:

- Contact information of who the letter should be addressed to;
- Contact information of who is requesting the letter;
- Background information on the organization or individual requesting the letter;
- Details regarding the grant being applied for; and
- A deadline for when the letter of support needs to be submitted by.

The Chief Administrative Officer is authorized to approve requests for Letters of Support or recognition if the following requirements are met:

- The request is from a local non-profit and/or recognized community organization
- The project is of direct general benefit of the overall community
- The request contains no commitment for funding or resources from the County

All other requests for letters of support or recognition need to be approved by Council resolution.

Once the letter is drafted and signed by the Chief Administrative Officer, a copy of the letter is to be shared with all members of Council.

Approved: October 27, 2020 477/2020
Review Date: **October 27, 2024**

