



HUON VALLEY COUNCIL

Request for Letters of Support Policy

GOV-CORP 014

Version Number	Approval Date
GOV-CORP 014-1	28 September, 2016
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Authority and Other Information	
Date of approval	28 September 2016 30 September 2020 12 December 2024
Source of approval	Council Resolution No. 15.041/16 Council Resolution No. 15.014/20* Council Resolution No. 15.045/24*
Date of commencement	28 September 2016
Source of authority	<i>Local Government Act 1993</i>
Legislative Reference	Nil
Delegations	Nil
Strategic Plan Reference	5
Date of review	At least once every four years
Previous policies withdrawn or amended	<i>Request for Letters of Support Policy, October 2014</i> adopted by Council October 2014 by Council Resolution No. 15.036/14
Department responsible for implementation	Chief Executive Officer
Department responsible for policy	Chief Executive Officer
Publication of policy	A copy of the Letter of Support Policy, GOV-CORP 014 be placed on the Council's website and copies be made available for inspection at the Customer Service Centre.

1. Purpose and Background:

The Huon Valley Council often receives requests from individuals, businesses, community groups or organisations for letters of support to accompany funding applications.

The Council is committed to assisting these groups to attract funding for projects that align with the Council's strategic direction according to the priorities set out in the Council's Strategic Plan.

It is recognised that a letter of support from Council may add weight to an applicants' grant submission. It should be noted that the provision of a letter of support does not automatically result in the Council playing a role in the project or regulatory approvals of any works

Council will assess the impact of each request individually to determine the level of support it may offer beyond a letter of support.

For requests for a Letter of Support for a community event, the applicant is to ensure compliance with the Council's Guide to Managing Community Events, and any necessary approval requirements or costs that their project/event may require is obtained.

The purpose of this Policy is to apply a consistent approach for requests for letters of support from Huon Valley businesses, community organisations, groups and individuals who are seeking and applying for funding for projects to be carried out in the Huon Valley.

The provision of a Letter of Support is to accompany a funding application only and does not constitute automatic Council approval for the project as a whole.

2. Definitions:

"Chief Executive Officer" means the General Manager of the Council appointed pursuant to section 61 of the *Local Government Act 1993*.

"Support" - There are three types of support the Council may be able to provide, as follows:-

In-kind	non-cash support in the form of goods and services (ie. assistance with traffic control for events / loan of traffic control equipment)
In principle	means the Council is in favour of it, based on the information provided – the principle, or the idea, seems good and the Council agrees with the outcome or community benefit received
Partnership	an arrangement in which parties agree to collaborate and cooperate to advance their mutual interests. A partnership can hold either or both parties responsible for all liabilities and will only be entered into if there is significant community benefit that fits directly into Council's Strategic Plan and available funding and resource allocation. Council recognition for the event/project is to be determined prior to entering an agreement. Clarity of the role of partners is to be provided along with the request.

3. Policy Statement:

A Letter of Support may be provided to businesses, community groups and organisations operating within the Huon Valley who are applying for grant funding for a project or program to be completed, and or run, in the Huon Valley.

The following qualifications will apply:

- The grant application must have a clear community or economic benefit to the Huon Valley municipal area
- The application must be in line with the Council's strategic direction
- There is no additional cost to the Huon Valley Council related to the specific request
- Council will be indemnified from any future obligations in continuing events/projects that have been initiated by community groups or other third parties, if Council determines there is no ongoing community benefit.

Letters of Support will not generally be provided if

- Council is applying for grant funding from the same funding body and it is considered that the application will be in direct competition with the Council's application
- Council operates a program similar or the same as that of the application
- The objectives of the application do not fit within the Council's identified goals of the Strategic Plan
- If there is an ongoing expectation to continue the event/project beyond reasonable timeframes

Requests for in-kind support will be assessed as part of the Community Events support process and will not be assessed in accordance with this Policy.

4. Application:

This Policy applies to requests from individuals, businesses, community groups or organisations for letters of support to accompany funding applications.

5. Procedures:

5.1 Requests

Requests for Letters of Support must be in writing and

- clearly identify the funding body
- outline the objectives of the grant application
- provide an overview of the proposed project scope for the grant funding, the proposed timeframe for delivery, the mode of delivery, and how the project will be managed
- clarify who will be involved in the delivery and who are funding contributors to the project
- include a draft version of the text required in the letter of support
- provide contact details and the date by which the letter is required

Council may require that requests be made in accordance with the form attached to this Policy.

Draft wording of the text required in the Letter of Support must be included by the applicant using the Request for Letter of Support Form included. It should be noted that draft letters may be altered at the discretion of Council.

A template Request for Letter of Support form is included as an Appendix to this Policy as a guide to applicants.

5.2 Assessment

Requests for letters of support will be assessed in accordance with the above eligibility criteria.

The Mayor and Chief Executive Officer will consider the letter of support request to ensure that the application fits within the best interest of the residents of the Huon Valley, and that the application is not in competition with any current Huon Valley Council grant application.

5.3 Notification

Once a decision has been made by the Mayor, advice will be provided to the applicant in writing of the Council's decision and arrangements made for the appropriate letter to be completed and forwarded to the applicant.

Requests determined as unsuccessful in accordance with the above guidelines will be advised accordingly.