

Letter of Support Policy Checklist

- ☐ Request for Support Application Form
- ☐ Executive Summary that addresses the following, as detailed in the Council Support Policy:
 - Background information
 - Funding source(s) of proposed program
 - Description of services to be offered
 - Information regarding who would benefit from the service, the number of individuals served, and where the service would be offered
 - Timeframe or dates
 - Anticipated outcomes
 - Detailed proposed budget
 - Indication whether similar program currently exists in the area
 - Indication, if known, whether other organization(s) are applying for the same funding
 - Results from previous years, if grant or project ongoing or continuation
 - Information regarding coordination with other entities
- ☐ Supporting material and detailed list of other funding partners (if applicable)
- ☐ Draft letter of support that the City can use as a guide

Attached is Council's Support Policy COU-237. Please read all sections carefully as it outlines the criteria required for those seeking a letter of support from Council.

Please ensure that the above documentation is included with your application. Include the completed checklist with your application. Incomplete submissions could delay consideration of your request.

Requests for letters of support should be submitted as far as possible ahead of the submission deadline but no later than seven (7) days prior to the applicable Council meeting at which the request will go forward, and fourteen (14) days prior to the date the requestor requires the letter.

Once completed, the application will be placed on the next available Council agenda for consideration. Should Council approve the request, a letter will be provided.

Please note: the applicant is responsible for forwarding the letter to the appropriate organization.



CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY

RCRS Secondary:	GOV-02	Effective Date:	2023-NOV-20
Policy Number:	COU-237	Amendment Date/s:	
Title:	Council Support Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2023-NOV-20

PURPOSE:

To respond consistently to groups or organizations that request support from the City of Nanaimo in their endeavors.

SCOPE:

This policy applies to groups or organizations seeking support from the City of Nanaimo by way of a letter of support to accompany grant funding applications, support in-principle, in-kind contributions, or partnerships where parties agree to collaborate to advance their mutual interests.

This policy does not apply to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grant Policy and Guidelines for details on these requests).

POLICY:

The City of Nanaimo, from time to time, receives requests from groups or organizations seeking the City's support for their endeavors.

The City of Nanaimo will assess the impact of each request individually to determine the nature and level of support it will provide.

DEFINITIONS:

There are different types of support the City of Nanaimo may be able to provide under this policy:

In-Kind Contributions	Means non-monetary or cash equivalent resources that can be given a cash value, such as goods and/or services in support of a project or a proposal. In-kind contributions include staff time spent participating on the project.
Partnership	Means an arrangement in which the parties agree to collaborate to advance their mutual interests and will only be entered into if there is a significant benefit that aligns directly with Council's Strategic Framework and available funding and capacity. Clarity regarding the role of the partners and how the City of Nanaimo will be recognized as a partner of the project is to be provided along with the request.
Support in Principle	Means Council is in favour of the proposal or project, based on the information provided. The principle, or the idea, seems good and the City agrees with the outcome or benefit received.

APPLICATION

Those seeking a letter of support from the City to accompany a grant funding application (support in principle), an in-kind contribution, or to enter into a partnership with the City, will be required to complete a 'Request for Support Form' and provide an Executive Summary, or short narrative that, at minimum, includes the following information:

1. That the request is from a local non-profit and/or recognized community organization or other local government;
2. The name of the contact person, mailing address, email address and telephone number of the person applying for the grant on behalf of the particular organization;
3. Background information on the organization requesting the letter;
4. Funding source of the proposed program, including any grants from other governments;
5. Services that are to be offered;
6. Target groups to be served, including the number of individuals to be served and where the services will be offered;
7. Timeframes or dates of when the proposed program is expected to be administered.
8. Anticipated outcomes of the program;
9. The proposed budget, in detail;
10. Indication of whether or not similar programs exist in the Regional District of Nanaimo area;
11. Indication, if known, of other organization(s) applying for the same funds;
12. If this is an on-going or continuation grant or project, indicate results of previous years, and
13. Coordination with other entities.

PROCESS:

The applicant must follow these steps:

1. Submit a completed 'Request for Support Form' and Executive Summary that addresses the information highlighted above. Requests should be submitted as far as possible ahead of the submission deadline but no later than seven (7) days prior to the applicable Council meeting at which the request will go forward, and fourteen (14) days prior to the date the requestor requires the letter.
2. Include any supporting documents or materials and a detailed list of other funding partners (if applicable) and a draft of the letter of support you are requesting which the City can use as a guide.

The City of Nanaimo will follow these steps:

1. The applicant will be contacted within two days of receiving the application to confirm that the City of Nanaimo received all the information needed to produce the letter, to request additional information, or to arrange a call to discuss the proposal in more detail.
2. Once completed, the application will be placed on the next available Council agenda wherein Council will review the request to ensure that the application fits within the best interest of the residents of the City of Nanaimo and that the application is not in competition with any City grant applications.
3. Should Council approve the request, a letter will be provided to the applicant who is then responsible for forwarding the letter to the appropriate organization.

The Mayor may issue a letter of support on behalf of Council if the endeavour does not require a Council resolution, does not conflict with other City policies or initiatives, and meets the following criteria:

1. The request is from:

- a local non-profit and/or recognized community organization, or another local government;
- the project provides a direct general benefit to the overall community;
- does not involve a financial contribution or in-kind contribution from the City;
- does not contravene any applicable legislation or other City policy; and
- would not be in competition with a grant application from the City or other non-profit community organization.

or

2. The request is from an organization that is partnering with the City of Nanaimo or completing a project that has the approval of Council.

RELATED DOCUMENTS:

Request for Support Application Form
COU-185 - Grants Policy and Guidelines

REPEAL or AMENDMENT:

N/A



REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	
Organization/Group making the request	
Contact Person	
Address	
Telephone	
Email Address:	
Type of Support Requested (Select one)	<p><input type="radio"/> Letter of Support in Principle</p> <p><input type="radio"/> In-Kind Contribution</p> <p><input type="radio"/> Partnership</p> <p><i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i></p>

IF APPLICABLE:

Name of grant or program for which you are applying:

Amount of Funding Requested: _____ Grant Due Date: _____

Grant Organization: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____

Please provide an executive summary or short narrative that addresses each of the points outlined in the "Council Support policy". Include any supporting documents or materials and a detailed list of other funding partners (if applicable).

Please submit this form, with accompanying materials, to the attention of the Corporate Officer, Legislative Services, City of Nanaimo, 455 Wallace St. Nanaimo, BC V9R 5J6, or by email to: legislative.servicesoffice@nanaimo.ca.

Respecting Your Privacy

Freedom of Information and Protection of Privacy Act (FOIPPA) – Information collected on this form is done so under the general authority of the *Community Charter* and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For more information, please visit the Legislative Services Department at 455 Wallace Street, call 250-755-4405, or email foi@nanaimo.ca.