



BANANA SHIRE COUNCIL

Procedure

TITLE	COMMUNITY PROJECT SUPPORT PROCEDURE
RELATES TO POLICY	COMMUNITY PROJECT SUPPORT POLICY
APPROVED BY CEO	27/8/2014
REVIEWED/AMENDED	22/02/2017

PROCEDURE

- Requests should be addressed to the CEO.
- Requests should be received by Council with a minimum of five working days notice prior to required date.
- Requests can be in the form of a letter or an email.
- The support document can be in the form of a letter of support or a referee request in the form of an email. Referee requests are provided for specific funding bodies who do not accept letters of support.
- A request for support is to include:-
 - An overview of the applicant organisation;
 - Full contact details of the organisation including name and contact details of the relevant person in relation to the proposed project;
 - Details of the proposed project;
 - Details of the grant/subsidy or other application;
 - Detail of the organisations relationship with Council including any previous donations or contributions.
- A cover letter will accompany all letters of support. The cover letter is addressed to the applicant and signed by the Manager of Administration and Community.
- Letters of support are provided as an attachment to the cover letter and are not addressed to the applicant or the funding body.
- Letters of support are signed by the CEO.
- Letters of support do not reference a particular funding body unless required to do so.
- Letters of support are scanned and emailed to the applicant (where an email address has been provided) and the original is mailed out.

- The CEO approves requests for referees and the CEO's name, title and Council's generic contact information is to be provided to the applicant.

APPROVED


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**CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL**


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DATE

15.3.17