



In Principle Support Policy

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| Policy Number | POL-IPSUPPV1 |
| File Number | 9/POL/IPSUPP/2 |
| Responsible Officer | Chief Executive Officer |
| Adopted | 19 January 2021 |
| Last reviewed at Council Meeting | 21 January 2021 |
| Minute Number | 21071/1 |
| Due date of next Review | November 2024 |



1. Purpose

- 1.1 Mid Murray Council (Council) recognises the important roles that community groups, not-for-profit organisations and service providers perform in the area for social cohesion, economic development and recreational opportunities.
- 1.2 The purpose of this policy is to ensure Council manages requests for letters of support for grant applications in an efficient, effective, transparent and accountable manner.
- 1.3 The key objectives are:
 - To ensure a standard and set process is used when providing letters of support.
 - To ensure that letters of support align to Council's strategic priorities and values.

2. Scope

This Policy applies to requests to Council for the assessment and provision of letters of support for grant applications.

3. Background

- 3.1 Council receive requests for letters of support from individuals, community groups, businesses, sporting clubs and not-for-profit organisations on a regular basis. Letters of support mainly relate to community groups, organisations and sporting clubs applying for grants.
- 3.2 Providing support for programs, projects and events within the Mid Murray Council area can be critical for securing funding.
- 3.3 Some grant applications involve capital works, which has the potential to impact Council's asset register, maintenance works, long-term financial plan and budgets.
- 3.4 All relevant information should be provided to Council to enable an informed decision.

4. Definitions

- 4.1 **Council** means the elected member body representing the Mid Murray Council community or staff operating under delegated authority to act on behalf of Council.

5. Policy

- 5.1 Council 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 must be aligned to Council's Strategic Plan and Long Term Financial Plans.



5.2 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 Mid Murray Council local government area.
- The application must be in line with Council's strategic direction.
- There is an identified need for the project and evidence of community support.
- There is no current or future cost to be incurred by Council.
- Council will be indemnified from any future obligations in continuing events or projects that have been initiated by community groups or other third parties if Council determines there is no ongoing community benefit.
- The project must align to Council's objectives for sound asset management and strategies according to sustainability principles and cost effectiveness.

5.3 Letters of support will **not** 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 Council's application.
- Council operates a event/program/project similar or the same as that of the application.
- The objectives of the application or request do not fit with Council's strategic priorities.
- Council considers that the event/program/project will go beyond the timeframes proposed in the application.

6. Process

Requests for letters of support must:

- 6.1 Be submitted in writing to postbox@mid-murray.sa.gov.au or PO Box 28, Mannum SA 5238.
- 6.2 Include required information for assessing the request and include the Letter of Support Request Form available on Council's website (**Appendix 1**).
- 6.3 Be received as early as possible to allow appropriate time for research and evaluation:
 - Capital Projects on Council land at least 28 days' notice
 - All other requests at least 14 days' notice

7. Policy Responsibility

The Chief Executive Officer is responsible for ensuring the proper operation of this Policy.



8. Policy Delegations

8.1 Delegation under this Policy is made to the following officers:

- Chief Executive Officer;
- Director Community Services;
- Director Corporate and Financial Services;
- Director Development and Environmental Services; and
- Director Infrastructure and Field Services.

8.2 Full information about the sub-delegated powers and duties is contained in Council's Delegations Register

9. Availability/Accessibility

9.1 This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: www.mid-murray.sa.gov.au.

9.2 This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges can be provided upon request.

10. Related Documents

- Council's Long Term Financial Plan
- Council's Strategic Plan
- Council's Annual Business Plan and Budget
- Letter of Support Request Form

11. Document History

This Policy shall be reviewed at least every four (4) years or more frequently if legislation or Council requires.

| Version | Adopted | Minute No | Description of Change |
|---------|-----------------|-----------|-----------------------|
| 1 | 19 January 2021 | 21071/1 | Adopted |





Request for Letter of Support Application Form

* Indicates a required field

1. Contact Details

Name of Organisation:*

Name of Association:

Name of person submitting this form:*

Email address:*

Phone Number:*

2. Letter Details

Name of Person (if different to person submitting the form)

Street Address:*

Email address:* (This is the email Council will send the signed letter to)

3. Funding Program Details

Name of Funding Program:*

Date Funding Program closes:*

Date Letter of Support is required:*





How will your project be funded (estimates)

Funding Program:*

Your Organisation (including partners):*

Project Partners (if applicable)

Association / State Body:

Other Tenants / Users:

Council

State / Federal Government

4. Project Details

What is the location/venue name and address of the project/program:*

Brief description of your project/program:*(brief dot points)





Reason for applying for funding:* ie. What will the activity achieve? (brief dot points)

Please identify any Council staff involved in your project:

Do you require any Council approvals or landowner consent:* *tick one*

☐

Yes

☐

No

☐

Unsure

If Yes to Do you require any Council approvals or landowner consent have you applied?

☐

Yes

☐

No

If Yes to Do you require any Council approvals or landowner consent upload/include any templates or documents:



If submitting by email, please ensure documents are attached.

If submitting by post or in person, please include all documents.

Do you require any permits, road closures or support?* *tick one*

☐

Yes

☐

No

If Yes to Do you require any Council approvals or landowner consent upload/include any templates or documents:



If submitting by email, please ensure documents are attached.

If submitting by post or in person, please include all documents.





Approximate start date:

Approximate end date:

Estimate of how many people will benefit:

Upload any other relevant templates or documentation:



If submitting by email, please ensure documents are attached.

If submitting by post or in person, please include all documents.

Lodge form

by Email: postbox@mid-murray.sa.gov.au or click **Submit by Email**

or

Post: PO Box 28, Mannum SA 5238

or

In person at any Council Office: 49 Adelaide Road, Mannum
Main Street, Cambrai
Fourth Street (Cnr Eighth Street), Morgan
3 Shaw St, Blanchetown (Tues & Thurs 10.00am - 2.00pm)

