TOWN OF VULCAN
Policy Manual

POLICY NUMBER			TITLE OF POLICY
A-04			**Letters of Support**
Approval	D/M/Y	Resolution #	
Approved	**09/02/15**	**15.037**	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process to respond consistently to individuals, groups, or organizations who make a request for letters of support from the Town of Vulcan.

1. Policy

1.1 The Town of Vulcan, from time to time, receives requests from individuals, groups, or organizations seeking Town Council support for their endeavors. Those seeking a letter of support from the Town will be required to submit a request in writing outlining the use of the letter and a draft copy of the content requested. This application should provide The Town with the information necessary to consider the request. If the request falls under the following criteria and does not conflict with other Town policies or initiatives, a letter of support will likely be provided:

Criteria to be met per request:

a.) The request is from a local non-profit and/or recognized community organization;
b.) The project is of direct general benefit to the overall community;
c.) There is no cost to the Town related to the specific request;
d.) A written request has been completed and submitted to the Town Office.

2. Procedure

2.1 A completed submission must be received at least two weeks before the due date for the granting deadline or event, to ensure that the letter can be written in time to be submitted.

2.2 At the discretion of the CAO, consideration and approval for the requested Letter of support will be given after confirmation that the submission fits within the best interest of the residents of the Town of Vulcan, and that the submission is not in competition with any current Town of Vulcan grant application. Any uncertain request will be forwarded to council for review and approval.

2.3 A letter will be provided to the applicant within one week of the request being approved by the CAO or Council.

- END OF POLICY-