
LETTER OF SUPPORT - REQUEST FORM

Deadlines: Letter of Support Request Forms and all supporting documentation, including written background material, must be submitted no later than 4:30 p.m. on the Monday prior to the meeting at which Council will meet.

Return: by email to front@smithers.ca or in person at Town Hall, 1027 Aldous Street.

Confirmation: You will be contacted by Corporate Services staff to confirm your organization's request has been received.

Name of applicant(s) and title, if applicable:

Organization name and address, if applicable:

Group Status

- Registered non-profit
- Charity
- Private Business
- Community Group
- Other: _____

What is the date by which you hope to receive the Letter of Support?:



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Details of request:

Brief statement including how your project provides a benefit to your community, the people being impacted, etc.

Are you applying for a grant?

Yes

No

Grant Information:

If your request is for a grant application please list the grant provider, grant name and funding stream (if applicable).

Specific Requirements:

Please include specific grant writing requirements, requests for specific resolutions, deadlines, etc.



LETTER OF SUPPORT – OFFICE USE

Contact Person:

Contact Person Phone Number:

Contact Person Email Address:

Mailing Address:

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Your personal information is maintained in accordance with the ***Freedom and Protection of Privacy Act***. Questions about the collection and release of your personal information can be directed to the Corporate Officer.