



# Grants and Funding Recognition Correspondence

Communications  
Policy S4

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<b>Policy:</b>	S4 – Grants and Funding Recognition Correspondence
<b>Policy Department(s):</b>	Communications
<b>Adoption Date:</b>	February 22, 2021
<b>Adoption Reference:</b>	CM20210222.006
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<b>Last Amended:</b>	March 21, 2022

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## Policy Purpose

To ensure proper written recognition and appreciation by the County for any funding or grants received from other levels of government, including federal, provincial and any provincial government ministry, as well as other organizations.

## Policy Statement

Financial support from other levels of government and other organizations play a key role in County of Grande Prairie operations, especially progressing critical projects and initiatives. This policy sets guidelines for prompt recognition of grants or other financial support provided to the County, as this communication is an essential part of positive relations with other levels of government and organizations.

## Definitions

“Recognition and appreciation” and “outgoing correspondence” means any digital or paper recognition and thank you letters sent by the County related to Provincial or Federal monies or programs, or grants from other organizations.

## Policy Guidelines

1. The County of Grande Prairie will send a letter of Recognition and Appreciation to the relevant organization (Government of Canada, Province of Alberta, or other organization) when funding or other comparable support is provided to the County.
2. All Outgoing Correspondence related to recognition and/or appreciation sent to the Government of Canada, Province of Alberta or provincial ministry from the County thanking the government for funding or support must apply the following:
  - 2.1. Signee: The letter will be sent on behalf of County Council and signed by the Reeve or designate.
  - 2.2. Carbon Copy (cc): The following individuals will always be carbon copied (cc) on letters addressed to the Federal or Provincial governments, unless they are the addressee (principal recipient):



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- 2.2.1. Letter to the Federal Government:
  - 2.2.1.1. MP Grande Prairie-Mackenzie (County MP)
- 2.2.2. Letters to the Provincial Government:
  - 2.2.2.1. Premier of Alberta
  - 2.2.2.2. MLA Grande Prairie-Wapiti (County MLA)
  - 2.2.2.3. MLA Grande Prairie (County MLA)
- 3. The following individuals must be carbon copied (cc) on all outgoing correspondence sent on behalf of County Council:
  - 3.1. Chief Administrative Officer (CAO); and
  - 3.2. Directors relevant to the content letter.
- 4. The Outgoing Correspondence must recognize the specific organization or ministry distributing the funding/grant as well as the Government of Canada or Province of Alberta, if applicable.
- 5. The Reeve or designate is responsible for final approval for any correspondence sent on behalf of the Reeve and/or Council.
- 6. The Chief Administrative Officer or designate shall ensure letters are accurate and align with Council Policies and decisions and is responsible for approval of letters prior to the Reeve's approval.
- 7. Directors are responsible for notifying the Legislative Services, Finance and Communications departments of successful grant or support funding applications from the provincial or federal governments, or other organizations, in a timely fashion.

## Attachments

N/A

## References

<b>Legal Authorities</b>	N/A
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 Policy Development Council Code of Conduct Bylaw
<b>Other</b>	County Visual Identity Guide Outgoing Correspondence Procedure

## Revision History

Review Date	Description
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