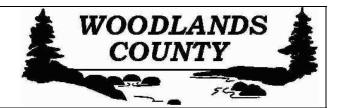
Title: Partnership Support Policy No 6203 Approval: County Council Effective Date: September 19, 2006 Revised Date: Supersedes Policy: Nil



**Policy Statement:** To establish guidelines to address request's for partnership support from organizations or individuals.

**Purpose:** To ensure that lateral procedures are in place to cover expenditures.

- 1. Upon receipt of a written request for partnership support, the Economic Development Committee shall, at their next meeting consider granting approval to the request.
- 2. Each request will be evaluated against predetermined criteria and expected outcome of the event.
- 3. Preference will be given to non profit groups and organizations that can demonstrate community support involvement and they reside in the Woodlands County.
- 4. Requests for support should be short and submitted in written form and will include the following:
  - i. An outline of the project or event for which the support is being requested and the expected outcome.
  - ii. The amount of funding and/or time being requested, together with a total budget or projected cost of the event.
  - iii. A list of all material requirements.
  - iv. A list of personnel involved with running the operation.
  - v. A list of project contributors.
  - vi. Applications should be submitted at least six weeks prior to the event.