Process for Garnering Letters of Support from the Thames River Heritage Park

Institutions and individuals wishing to gain support from the Thames River Heritage Park for projects or programs, including grant applications, should submit a letter in writing to the Executive Committee of the Thames River Heritage Park Foundation. The letter should include the following:

1. A full explanation of the project or program for which support is requested.
2. An explanation of the way the project or program furthers the mission of the Thames River Heritage Park Foundation.
3. An explanation of the impact the project or program could have on our community and our stakeholder organizations.
4. Links, where appropriate, to information about the program or project under consideration.
5. The form of the support being requested (letter, table presence, etc.) as well as any pertinent timelines or contact information.

Upon receipt of the request for support, the Executive Committee will determine whether or not the request would promote the mission of the Foundation and assess its potential impact on our stakeholder organizations. The Executive Committee will notify the Board at its next regular meeting of both the request and its recommendation for approval or denial.

In situations where timeliness is an issue, if the organization requesting support is a stakeholder and if the request is clearly tied to the mission of the Foundation without perceivable deleterious effect for our stakeholder organizations, the Executive Committee may execute its own letter of support but must notify the Board at its next regular meeting.

Proposed 1/9/19 Approved 1/9/19