



Oconee County Conservation Bank

Title: Letters of Support
Policy No. 0004

Effective Date: September 21, 2021

Revision Date(s):

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Attachments:

Template Letter of Support

Purpose:

This policy provides guidelines for the Oconee County Conservation Bank Board's response to an Applicant's request for a letter of support to a third party.

Definitions:

The definitions set forth in Chapter 2, Article IV, Division 9, Section 2-399 of the Oconee County Code of Ordinances are incorporated by this reference.

Policy:

1. The Board will only provide letters of support after the Board has recommended and the County Council has approved the award of a grant.
2. The Board will only provide letters of support for an Applicant's request for additional funding for the project awarded the grant.
3. Any Applicant desiring a letter of support from the Board must submit a request to the Board's Staff liaison containing the following information:
 - a. The purpose of the letter of support; and
 - b. The name and address of the third party.
4. The Board Chair has the authority to send a letter of support in substantially the form of the attached template.
5. The Board Chair may choose to take the matter to the Board at its next meeting if there are any questions about the purpose of the requested letter of support.

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(LETTERHEAD)

(DATE)

(NAME AND ADDRESS OF THIRD PARTY)

RE: (NAME OF PROJECT) Application

Dear (NAME/TITLE OF THIRD PARTY):

Please be advised that the Oconee County Conservation Bank Board (“OCCBB”) recommended to the Oconee County Council, and the Oconee County Council approved the OCCBB’s recommendation, to award (APPLICANT) a conservation grant in the amount of (INSERT AMOUNT) for the above referenced project. (APPLICANT) has informed the OCCBB that it is seeking additional funding for this project from (NAME OF THIRD PARTY) in order to complete this project.

The OCCBB fully supports (APPLICANT’S) application to the (NAME OF THIRD PARTY) for funding to conserve (NAME OF PROJECT). Furthermore, the OCCBB respectfully requests the (NAME OF THIRD PARTY)’s prompt consideration of the referenced application so that closing on the property can occur on or before (INSERT DATE), as required by Oconee County Ord. Div. 9, Sec. 2-404(c)(5).

Thank you for your consideration of this letter of support.

Sincerely,

(NAME), Chair
Oconee County Conservation Bank Board