

Include in Your Letter

To request a resolution of support from Council regarding your application to a Northern Development Initiative Trust (NDIT) grant program, your organization should provide a letter of correspondence **addressed** to Mayor and Council including the following details:

1. Include a brief description of the project the grant would support;
2. the value of the grant application (ie: for a grant up to \$XXXX)
3. The name of the NDIT program you are applying to (ie: Community Halls and Recreation Facilities, etc)
4. Wording of the resolution you wish for Council to consider and support.

Note: Failure to include the above mentioned details may result in your correspondence being scheduled for a subsequent Council meeting date.

How Do I Submit My Letter?

- Electronically via email to cityclerk@princegeorge.ca
- Hand deliver/mail paper documents to Legislative Services Department, 5th Floor, City Hall

By When Do I Need to Provide the Letter?

Your Correspondence must be received by 12:00 p.m. six (6) calendar days preceding the council meeting date.

Note: Failure to meet this submission deadline will result in your correspondence being scheduled for a subsequent Council meeting date.

[Please view the Council Meeting Calendar on the City's website.](#)

For More Information or Questions

Contact staff in the Legislative Services Division at (250) 561-7600 or legislativeservices@princegeorge.ca.