Letters of Support

Guide

**General Notes on Letters of Support**

1. Letters of Support (LoS) should only be supplied by you if requested as part of the application process or as documentary evidence supporting claims made in the application. Please be sure to read the instructions for supplying attachments as part of the preparatory work when applying.
2. Focus on key organisations / individuals that are relevant to the project such as local government bodies, community organisations that will benefit from the project, industry groups (if relevant), etc.

If the application is for Australian Government funding, the local federal member (if possible), and organisations such as Regional Development Australia (where relevant) are also useful.

if the application is for State/Territory Government funding then the local state member (if possible) and relevant state bodies could also be approached for support.

A key rule of thumb is quality over quantity.

Where possible you should contact the relevant key person, such as the General Manager, CEO or Chairperson, to ensure they are comfortable providing a LoS and provide them with enough background so they understand why the project should receive their support.

1. Given most people are busy, it is often useful to draft a LoS the organisation can alter as needed and place on their letterhead. Where possible the LoS should be written to reflect the individual nature of the organisation supplying the LoS and address the key benefits of the project and reason the project is being supported.
2. Unless some key data is being provided as part of the LoS that can be used as evidence in the application, in general LoS do not need to be more than a page or page and a half at most.
3. Do not wait until the last minute to request a LoS – give the organisation plenty of time to respond (and for you to chase them up if necessary).

A sample outline of a generic LoS is provided below. Please note, the more individual a LoS is the more powerful it is – so long as it covers what it needs to show support for the project.

**Sample Letter of Support**

To be addressed to the key person in your organisation

General Manager / Director / Chairperson etc

Your Organisation Name

Your Organisation Address

Via email [person@organisation.com](mailto:person@organisation.com) (if emailed instead of posted)

**RE: Project Name**

Dear Mr/Mrs/Ms XXXX

**Why you are writing – E.g.:**

I am writing on behalf of name or supporting organisation to express my support for the applying organisation’s expression of interest under the Program Name for the Project Name project.

**About the supporting organisation:**

Brief description about the supporting organisation – why it is relevant that their LoS is included.

**The benefits and/or outcomes the project will have:**

1. For the supporting organisation
2. For the broader community / town/ region

Ideally the letter would outline the importance of the project to achieving certain goals.

**Concluding Paragraph such as:**

Supporting Organisation supports your application under the Program Name and wishes you every success with this crucial project.

Regards

Name

Signature Block