

Department of Planning and Environment

Letters of Support

NSW Environmental Trust

# Tips and Sample

Applicants are strongly encouraged to include letters of support provided by project collaborators/partner organisations to demonstrate their contribution and commitment. Letters of support should be attached in the ‘Supporting Documents’ section of your application.

Project collaborators/partner organisations may include local or state government, volunteer groups, universities, peak bodies etc. and where project activities are planned for implementation on private land, by the private landholders themselves.

Project in-kind support contributions may be in cash, volunteer contributions or organisational resources such as staff, equipment, office space, contractor engagement etc.

Providing a general statement of support of the application is not advised. Letters should provide specific information, be prepared by each collaborator/partner organisation and ideally be no longer than 1 page in length. Suggested content includes:

* name of the organisation and their relationship/involvement in the proposed project
* types of contributions being made (refer to above)
* the specific funds committed and/or estimated value of the contribution.

## Sample Letter of Support

A sample of a Letter of Support is included below:

[Name and title]

[Street address]

[Postal address]

[Suburb State Postcode]

Dear [name],

I’m writing to confirm [name of organisation or entity] support of and commitment to [name of organisation or entity] proposed 2023–24 Environmental Research grants program application titled [name of project].

The [name of organisation or entity] has collaborated with [name of organisation or entity] on a range of successful environmental management projects over the past [time period], including a number of completed riparian restoration projects funded by the NSW Environmental Trust ([name of project] ([year] to [year]) and the [name of project] ([year] to [year]) projects).

We are committed to contributing a total of [dollar amount] of in-kind support to the project through:

* Participation in activity planning meetings, estimated to be a total of [$ amount] over [number] years (project coordinator contributing [number] hours @ [$]/hr).
* Setting up and conducting photo point monitoring (including reporting) at each of the [number] revegetation sites, estimated to be a total of [$ amount] over [number] years (project coordinator contributing [number] hours @[$]/hr).
* Organise and coordinate volunteers to participate in [number] annual [name of event] events estimated to be a total of [$ amount] (project coordinator contributing [number] hours @[$]/hr; [number] volunteers contributing [number] hours each @[$]/hr).

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

[Full name]

[Job title and organisation]

**Phone:** [best contact phone number] **Email:** [valid email address]

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