

Department of Climate Change,   
Energy, the Environment and Water

Letters of support

NSW Environmental Trust

# Protecting Our Places tips and sample

Applicants are required to include letters of support provided by project collaborators/partner organisations to demonstrate their contribution and commitment. These may be either provided at the application stage (preferred) or at the conclusion of Stage 1 – Planning. 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; 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 or contractor engagement.

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 one 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.

A sample letter of endorsement is provided below.

Environment and Heritage (EH)  
Department of Climate Change, Energy, the Environment and Water   
Locked Bag 5022, Parramatta NSW 2124; Phone: 1300 361 967 (EH enquiries);   
Email: info@environmentaltrust.nsw.gov.au; Website: www.environment.nsw.gov.au   
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## Sample letter of support

[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 2024 Protecting Our Places 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).

(***Note:*** *the above paragraph may be modified to reflect type of previous collaboration*).

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]