

## Letters of Support Guidelines

### ABOUT YOUR PROJECT

It's easier for people to support your grant application by providing a letter of support if they understand what you are asking for in your grant application and why you are undertaking the project. Therefore, it is a good idea to provide the letter writer with some background information.

The following is the type of information that is useful to include in a letter of support.

### RELATIONSHIP WITH APPLICANT

- Familiarity with your organisation, credentials and work i.e. how well they know you and in what context
- History of prior work or collaborations with your organisation
- Status of any ongoing partnerships

### RELEVANCE OF PROJECT

- How the letter writer believes the project addresses a need or gap?
- How the letter writer believes the project will build on or improve what exists?
- How the project is applicable to the letter writer's organisation or work?

### IMPACT

- What the letter writer believes will be the benefit/potential outcomes of the project
- What the project will contribute to their sector/area

### SUPPORT & INVOLVEMENT

- Extent and level of support letter writer will provide e.g. in-kind, monetary, usage etc
- Extent of involvement in project