Organisation letterhead

To whom it may concern

**Evidence of Contribution for Building Better Regions Fund application [*Project name*]**

This letter confirms [*Organisation name*]’s support for [*Applicant name*]’s application under the Building Better Regions Fund.

I am authorised to commit [*Organisation name*] as described below.

*(Delete text that is not relevant)*

[*Organisation name*] will contribute cash to the project in the following instalments [*complete as appropriate*]:

* 2021-22: $xx
* 2022-23: $xx.
* 2023-24: $xx.

[*Organisation name*] will contribute $xx in-kind support in the form of [*use of facilities, contribution of staff time, use of equipment, etc.*]. The value of this in-kind support has been calculated as follows: [*explain how the in-kind support was calculated, provide quotes if applicable*].

[*Organisation name*] will contribute [*other resources with a non-monetary value*].

Conditions

Contributions will be provided with the following conditions:

* [*List any conditions*].

OR

There are no conditions attached to these contributions.

Yours sincerely

[*Signature*]

[*Authorised employee name and title*]

[*Date*]