

Letter of support

You may use the following page as a template letter to confirm board/management support for your project. You may provide an alternate letter but the information and the confirmation must be as provided in this letter.

You should provide this letter on your organisation letterhead.

If your organisation has a Board of Management, a signature from the Managing Director representing the board is required. If you do not have a board, the Chief Executive Officer should sign this letter.

This letter should be uploaded onto our portal as part of your application.

Business Grants Hub
Department of Industry, Science, and Resources
GPO Box 2013
Canberra ACT 2601

To the Program Manager

Support for Maker Projects – Community STEM Engagement grants 2024

This letter confirms board/ management support for the Maker Projects – Community STEM Engagement grants 2024 outlined as follows:

Applicant organisation name	
Application reference number	
Project name	

This letter confirms our support for the project described in the application submitted by [insert lead applicant name] under Maker Projects – Community STEM Engagement grants 2024.

This organisation will work collaboratively with all other project partners in the group to successfully complete the project.

An overview of how this organisation will work with the lead applicant and any other project partners to successfully complete the project is described as follows:

[Insert details]

The following is an outline of the relevant experience and/or expertise this organisation will bring to the group:

[Insert details]

The roles/responsibilities this organisation will undertake, and the resources it will contribute to the project are:

[Insert brief details of key eligible activities your organisation will undertake on the project and what resources in addition to the eligible cash and/or in-kind contribution it will contribute.]

We will also contribute by providing the below cash and/or in-kind contributions to the project for eligible project activities associated with the project.

[You must ensure only eligible expenditure is included in your contributions, refer to Section 5 of the guidelines.]

Note: Both cash and/or in-kind contributions must be eligible expenditure contributions under Section 5.2 of the guidelines. Ineligible expenditure items (for example, salaries and salary related expenses) as detailed in Appendix B of the guidelines will not be accepted]

Nature	Amount	Description
Cash (AUD ex GST)	\$	
In-kind (AUD ex GST)	\$	

In my organisation, the nominated management level contact officer for this project is:

- [Insert details: name, position title, email address and contact number]

Signature

Name	
Position title	
Date	