

# Community Grants Program

## Tip Sheet for Letters of Support

### **What is a Letter of Support?**

Community support is vital for a grants project to be successful. A Letter of Support is a letter written by people in the community who are important in ensuring the project is a success (i.e. key stakeholders). It shows that they consider the project to be important for the community, and that they are happy to be involved.

The key stakeholders in this project are the residents, as they will be the ones to benefit from the project.

### **Why is it important?**

A letter of support included with a grant application shows that we have engaged with the community and that we have their support. A letter of support can improve the chances of a grant application being successful.

### **What should be included in a Letter of Support?**

The name of the person writing the letter

The name of the project

Why the project is important for the community

Why the writer believes that the organisation (BKIT) will be able to deliver the project successfully

### **Who should the Letter of Support be addressed to?**

Community Grants Officer  
Community Grants Program  
Murray River Council  
PO Box 906  
MOAMA NSW 2731

### **Who do I give my Letter of Support to?**

Letters of Support can be delivered to BKIT office to be scanned and submitted with the grants application.

### **What is the deadline?**

Letters of Support must be received by BKIT by 12pm on Wednesday 5<sup>th</sup> April, as grant applications close at 4pm the same day.