

Community Grants - Tip Sheet #3

Letters of Support

The City of Armadale asks for a letter of support to accompany your grant application.

A letter of support is a letter written by people or organisations in the community who are important in ensuring the project is a success, i.e. key stakeholders.

A letter of support cannot be provided from a member of your own organisation, it must come from an external party.

A letter of support demonstrates that your project is important for the community and that the supporting organisation or individual values and supports your project. It also validates the need for your program or event to exist. Begin by considering who is important to the success of your project. This may include community leaders, professionals, local community groups, schools, sporting clubs, parents, and art groups.

After you have identified your stakeholders, give them a good briefing on what you need the support letter to cover, and provide them with a deadline.

Example Support Letter

Dear Grants Officer

Re: Children's 'Bang Da Drum' Workshops

I write in support of an application by Kids and Music Inc to establish a children's African drumming class in Armadale.

This is an important project that will provide local children with an opportunity to be involved in a structured musical workshop that encourages focus and discipline, fosters creativity, and assists with development of motor and agility skills.

Recent Australian Early Years Census (AEDC) results indicate Armadale children are below average in fine motor and agility skills; something this program would like to improve on.

Our organisation, Family Care Inc is a not-for-profit group which is dedicated to supporting children's education in the City of Armadale.

Kids and Music successfully ran a band and musical workshop from our premises on Orchard Avenue, Armadale during the 2012 October school holidays. We witnessed the program to be very successful and well-organised. The test results which were carried out over the course of the program demonstrated that the program had a tremendous impact on the children and parents involved in the program.

We are confident that the 'Bang Da Drum' workshops will be delivered with the same enthusiasm and professionalism with that of the previous program. We wish them well with their application and we hope that you are able to support this important initiative.

Yours sincerely,

Mrs Drum Beat
Manager, Family Care Inc.

