**department of Planning and environment**

Letter of Endorsement

(Protecting Our Places)

NSW Environmental Trust

# Tips and Sample

Applicants are **required** to include a Letter of Endorsement from their organisation’s governing Body/Board for the project to demonstrate their understanding of the project and their commitment to support the proposed activities. This Letter of Endorsement must be provided with your application and should be attached in the ‘Supporting Documents’ section of your application.

Project in-kind support contributions may be in cash, volunteer contributions, students or organisational resources such as staff, equipment, office space, contractor engagement, materials or other contributions such as those from partner organisations and landholders.

Providing a general statement of endorsement of the application is not advised. Letters should provide specific information and ideally be no longer than 1 page in length. Suggested content includes:

* that the governing Body/Board is aware of the application (insert the project title) and endorse the application and approve the organisation’s involvement in the proposed project
* types of contributions being made (refer to above)
* the specific funds committed and/or estimated value of the contribution
* details of the tenure of the land where the project is proposed to be implemented
* acknowledgement that whoever owns/manages/leases the land (whether it is private or public, the applicant organisation or other) has been consulted and that they agree for the project to be implemented on their land.

## Sample Letter of Endorsement

[Name and title]

[Street address]

[Postal address]

[Suburb State Postcode]

Dear [name],

I’m writing on behalf of the [insert name of governing Body/Board] of the [name of organisation or entity] to endorse this 2022 Protecting Our Places (POP) grants program application titled “[insert proposed project name]”.

We are aware of the POP program’s objectives and the two stage funding model and commit the [name of organisation or entity] to both participate in the mandatory capacity building workshops and to implement the project activities in collaboration with our project partners.

Our organisation is committed to contributing an estimated total of [dollar amount] of in-kind support to the project through (fill in below with your own project specific information):

* participation in activity planning meetings, estimated to be a total of [$ amount] over [number] years (project coordinator contributing [number] hours @ [$]/hr).
* setting up and conducting photo point monitoring (including reporting) at each of the [number] revegetation sites, estimated to be a total of [$ amount] over [number] years (project coordinator contributing [number] hours @[$]/hr).
* organise and coordinate volunteers to participate in [number] annual [name of event] events estimated to be a total of [$ amount] (project coordinator contributing [number] hours @[$]/hr; [number] volunteers contributing [number] hours each @[$]/hr).

The proposed project will be implemented on land owned by [insert name of owner/manager/lease of the land] at [insert proposed address]. We have discussed the project with them and they are both aware of what we are seeking to achieve and have given us permission to implement the project on their land. A letter of support from the [insert name of landholder/manager/leasee] is attached with this application.

(**Note:** the above paragraph may be modified to reflect whoever owns/manages the land and can provide permission e.g. a private landholder, Crown/other Land or by the applicant organisation yourself).

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

[Full name]

[Job title and organisation]

**Phone:** [best contact phone number] **Email:** [valid email address]