

Department of Climate Change,   
Energy, the Environment and Water



NSW Environmental Trust

Letter of endorsement

Protecting Our Places grants program

# Tips and sample

Applicants need 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 supporting the proposed activities. This letter of endorsement must be attached in the supporting documents section your application.

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

Providing a general statement of endorsement of the application is not advisable. Letters are to be ideally no longer than one page in length and need to include specific informationsuch as.

* details that the governing body/board is aware of the application (insert the project title) and endorses the application and approves 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 contributions
* 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.

Environment and Heritage (EH)  
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A sample letter of endorsement is provided below.

## 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 Protecting Our Places (POP) grants program 2025 application titled [insert proposed project name].

We are aware of the POP program’s objectives and the 2-stage funding model and commit the [name of organisation or entity] to both participate in the mandatory capacity-building workshops and implement the project activities in collaboration with our project partners.

Our organisation is committed to contributing an estimated total of [$ 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 @[$]/hr)
* organising and coordinating volunteers to participate in [number] annual [name of event] events estimated to be a total of [$ 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/lessee] is attached with this application.

(Note: the above paragraph may be modified to reflect type of previous collaboration).

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]