

NSW Environmental Trust

Letters of support

Protecting Our Places grants program

# Tips and sample

Applicants need to include letters of support from project collaborators/partner organisations to demonstrate their contribution and commitment. Letters of support can be provided at the application stage (preferred) or at the conclusion of Stage 1 – Planning. They must be attached in the supporting documents section of your application.

Project collaborators/partner organisations may include local or state government, volunteer groups, universities and peak bodies, as well as private landholders where project activities are planned for implementation on private land.

Project in-kind support contributions may be in cash, volunteer contributions or organisational resources such as staff, equipment, office space or contractor engagement.

Providing a general statement of support of the application is not advisable. Letters need to be prepared by each collaborator/partner organisation, ideally be no longer than one page in length and should provide specific information, such as:

* the name of the organisation and their relationship/involvement in the proposed project
* types of contributions being made (refer to above)
* the specific funds committed and/or estimated value of the contributions.

A sample letter of support is provided below.

Environment and Heritage (EH)  
Department of Climate Change, Energy, the Environment and Water   
Locked Bag 5022, Parramatta NSW 2124; Phone: 1300 361 967 (EH enquiries);   
Email: info@environment.nsw.gov.au; Website: www.environment.nsw.gov.au   
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## Sample letter of support

[Name and title]

[Street address]

[Postal address]

[Suburb State Postcode]

Dear [name],

I’m writing to confirm [name of organisation or entity] support of and commitment to [name of organisation or entity] proposed Protecting Our Places grants program 2025 application titled [name of project]*.*

The [name of organisation or entity] has collaborated with [name of organisation or entity] on a range of successful environmental management projects over the past [time period], including a number of completed riparian restoration projects funded by the NSW Environmental Trust ([name of project] ([year] to [year]) and the [name of project] ([year] to [year]) projects).

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

We are committed to contributing a 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).

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]