***NOTE:*** *please put this letter on to your organisation’s letterhead if you have one.*

*This template is a guide to the information your letter of support should provide. You are invited to add any further information for example:*

* *how long your two organisations have worked together (if relevant)*
* *examples of any projects or activities you have worked on together*
* *what support you will provide to the applicant organisation to help them build skills and knowledge during the funding period*
* *any financial or other support your organisation will make to the project*
* *the value of any administration fee you will require if the Expression of Interest and proposal is supported*

***Please delete this box from your letter.***

***[Click here to enter a date]***

Community Crime Prevention Unit

Department of Justice & Community Safety

Level 21, 121 Exhibition St,

MELBOURNE VIC 3000

Dear Community Crime Prevention Unit,

RE: Partnership Support Letter for ***[Insert APPLICANT organisation name]***

***[Insert YOUR incorporated organisation name]*** is pleased to support [***Insert APPLICANT organisation name]*** Expression of Interest (EOI) for a Youth Engagement Grant.

We understand that the ***[Insert APPLICANT organisation name]*** is not a legal entity and requires an incorporated organisation to enter into, and be responsible for their funding agreement with the Department of Justice and Community Safety if their EOI and proposal are supported for funding.

If ***[Insert APPLICANT organisation name]*** is successful, we will enter into a funding agreement with the department and will receive and administer grant funds on behalf of ***[Insert APPLICANT organisation name]***. We have discussed the nature of the proposed grant activities, and our how our two organisations will work together to ensure the project is a success and the grant is effectively managed.

We will support ***[Insert APPLICANT organisation name]*** to help them build skills and experience in designing projects, applying for funding and managing funding agreements.

|  |  |
| --- | --- |
| **OrganiSation Information** | |
| **OrganiSation name:** | *(Insert YOUR incorporated organisation name)* |
| **Australian business number (ABN):** | *(Insert YOUR incorporated organisation ABN)* |
| **Incorporation number:** | *(Insert incorporation number)* |
| **Phone number:** | *(Insert YOUR incorporated organisation phone number)* |
| **Address** | *(Insert YOUR incorporated organisation address)* |

For any further questions, please contact us.

Yours sincerely

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|  |
| --- |
| **Names:** |
| **Position in organisation:** |