
Cattle Hill Wind Farm Community Fund Letter of Support Guide

Letter of Support - what is it?

Community support is required for your project to be successful. A Letter of Support is a letter written by people in the community who are important in ensuring the project is a success (i.e. the key stakeholders). It shows that they consider the project to be important for the community and that they are happy to be involved.

The key stakeholders will probably be different for each project but might include community leaders, local community groups and agencies, schools, arts groups, sporting organisations, police, your local Council, etc.

Why is it important?

A Letter of Support should be included with your fund application to show that you have discussed your project with the people who are essential in ensuring the project is a success, and that you have their support.

A Letter of Support is a required piece of documentation for any application to Cattle Hill Wind Farm Community Fund (CHWFCF) to be considered eligible. Applications without a letter of support will be considered ineligible.

What you should include?

A Letter of Support should include the following information:

- The name, position and/or organisation of the person writing the letter,
- The name of your project,
- Why the project is important for the community,
- What assistance or involvement will be provided by the person or organisation writing the letter – if applicable,
 - (e.g. a community group might be able to provide volunteers to help out with your project, or a local sporting group could provide some office space, a local shop might be able to help you to promote your project, etc.)
- Why they believe your organisation will be able to deliver the project successfully.

Letter of Support Template

Organisation's Letterhead (logo and address)

DATE

Recipient's Name

Recipient's Position

Recipient's Address Line 1

Recipient's Address Line 2

Dear [Recipient]:

Re: [Name of project] – Letter of support

On behalf of [name of organization/individual offering support], please accept this letter of support to [name of organisation putting on project] in their application for [name of project].

[Paragraph description of the organisation who is offering the letter of support]

[Paragraph description of why the organization/individual is choosing to offer support]

If you require more information about the [name of organisation offering support], please contact us via [insert contact details: website, phone, email].

Sincerely,

[Name of individual]

[Position or title within organisation]

[Name of Organisation]