**SAMPLE – LETTER OF SUPPORT**

Grants Enquiries

Sustainability Victoria

Level 12, 321 Exhibition Street

Melbourne VIC 3000

<DATE>

To whom it may concern,

RE: Letter of support: Community Climate Change and Energy Action Program – Round 3

We <Council / Auspice Entity name> support <Community Group name’s> application under this program. I declare that I am an authorised representative for <Council / Auspice Entity name> and that <Council / Auspice Entity name> owns the facility listed below. If this application is successful in receiving grants funding, I consent to the following works taking place:

* <Describe the upgrade> – e.g., installation of 9kWh solar battery storage unit
* at <facility address>

I declare that <Council / Auspice Entity name> is prepared to enter into a funding agreement with SV and that I have read, understand, and consent to the following:

* SV’s [Terms of participation in grant programs](https://www.sustainability.vic.gov.au/about-us/legal-and-policies/contract-terms-and-conditions/terms-of-participation-in-grants-programs)
* SV’s short-form [Grant funding agreement](https://www.sustainability.vic.gov.au/about-us/legal-and-policies/contract-terms-and-conditions/short-form-funding-agreement) for grants $50,000 or less or the [General grant funding agreement](https://www.sustainability.vic.gov.au/about-us/legal-and-policies/contract-terms-and-conditions/general-funding-agreement-over-50-000-2021-03) for grants more than $50,000

I confirm that we are responsible for all terms and conditions of funding including:

* attending meetings and corresponding with SV
* payment of the financial co-contribution of <$XX>.

I acknowledge that failure to enter into a funding agreement with SV or refusal to pay the co-contribution may result in funding being denied for this project.

Sincerely,

Acknowledgement of

<Council / Auspice Entity name>’s role in the works as outlined above.

<Signature>

<Name> of <Community Group>

<Signature>

<Name>, <Position>

<Council / Auspice Entity name and address>

<ABN>

<Phone number>

<Email address>