

Organisation letterhead

To whom it may concern

**Evidence of Contribution for Building Better Regions Fund application [Project name]**

This letter confirms [Organisation name]'s support for [Applicant name]'s application under the Building Better Regions Fund.

I am authorised to commit [Organisation name] as described below.

*(delete text that is not relevant)*

[Organisation name] will contribute cash to the project in the following instalments [complete as appropriate]:

- 2020-21: \$xx
- 2021-22: \$xx.
- 2022-23: \$xx.

[Organisation name] will contribute \$xx in-kind support in the form of [use of facilities, contribution of staff time, use of equipment, etc]. The value of this in-kind support has been calculated as follows: [explain how the in-kind support was calculated, provide quotes if applicable].

[Organisation name] will contribute [other resources with a non-monetary value].

Conditions

Contributions will be provided with the following conditions:

- [list any conditions].

OR

There are no conditions attached to these contributions.

Yours sincerely

[Signature]

[Authorised employee name and title]

[Date]