



Board/ CEO approval letter

You may use the following page as a template letter to confirm board/management support for your project. You may provide an alternate letter but the information and the confirmation must be as provided in this letter.

You should provide this letter on your organisation letterhead.

If your organisation has a Board of Management, a signature from the Managing Director representing the board is required. If you do not have a board, the Chief Executive Officer should sign this letter.

This letter should be uploaded onto our portal as part of your application.

Grants Delivery & Business Services
Department of Industry, Science, and Resources
GPO Box 2013
Canberra ACT 2601

To the Program Manager

Support for [grant opportunity name] project

This letter confirms board/ management support for the [grant opportunity] project outlined as follows:

Applicant organisation name	
Application reference number	
Project name	

I confirm that this organisation can complete the project and meet the cost of the project not covered by grant funding.

Signature.....

Name	
Position title	
Date	