



Australian Government  
Department of Industry, Science and Resources  
Department of Infrastructure, Transport,  
Regional Development, Communications, Sport and the Arts

# Business Grants Hub

## 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 must be uploaded onto our portal as part of your application where required.

Business Grants Hub  
Department of Industry, Science, and Resources  
GPO Box 2013  
Canberra ACT 2601

To the Program Manager

## Support for Regional Airports Program – Round 5 project

This letter confirms board/ management support for the Regional Airports Program – Round 5 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	

Board/ CEO Approval letter