**Template: Letter of Support**

*How to use this template:*

1. Save this document to an easy and sensible location on your computer.
2. Read all of the instructions and the comments to the right below.
3. Remove the instructions and save a copy for each Letter of Support that you’ll be writing. It’s normally easiest to draft all of your letters in one go, and a good principle to request/draft one *more* letter than you’ll need for the grant. Check the grant for any requirements in relation to file names.
Example: Mayhew Letter of Support Gallery A.docx
4. Complete all possible text as suggested in each bracket. Leave some components for your referee to complete where necessary (i.e. adding letterhead).

***Top Tip! You want your letters to appear as though they were written by each referee, even if they weren’t. Tweak each of your letters to ensure they look and feel distinct, visually vary font, font size, spacing, etc. and use different phrases (i.e. Dear Grant Committee, To Whom It May Concern, Dear Assessors).***

1. Delete the helpful comments and send your drafts to your referees!

*Not sure who should sign your Letters of Support?*

Learn more [here](https://www.instagram.com/p/CLlw2U4hhjP/?utm_source=ig_web_copy_link): How to secure brilliant support letters.

*Need more help?*

Contact Dr Louise R Mayhew, Creative Mentor and Grant Consultant louisermayhew@gmail.com
Or follow her on Instagram for more resources and tips! [@louisermayhew](https://www.instagram.com/louisermayhew/)

Good luck!!

[Letterhead]

[Street address]

[Date]

Dear Grant Committee,

**RE: Letter of Support/Confirmation of Participation for [Project]**

It is my pleasure to support/confirm my involvement in [applicant’s name] [project/grant application].

[I am… insert brief outline of relevant professional experience or brief outline of organisation].

I have known/I first met/I first worked with [applicant] [insert relevant info]. [Applicant] has impressed me with [Strong professional traits/achievements relevant to grant].

This project [outline some valuable/exciting/important things about the project from the referee’s perspective. If relevant, note how they will contribute to the project, etc]

I am excited about [outline some bigger picture outcomes, career outcomes, contribution to the arts, and/or use these sentences as an opportunity to align your project with the grant’s key assessment criteria (ie innovation) and/or the funding bodies’ strategic aims (ie 2030 vision statements) etc]. I have every confidence in [applicant’s] ability to complete this project. I fully support the award of this grant.

Please feel welcome to contact me with any questions.

Yours sincerely

[Signature]

[Name]