**EXAMPLE SUPPORT LETTER - AFFILIATION**

*[Yellow highlight indicates information that needs to be inserted]*

*[This letter must be on letterhead of the relevant State Sporting Association (SSA) or State Sport and Active Recreation Body (SSARB) which is offering the letter of support]*

*[Please delete all blue instructional text]*

[insert date]

Club Development

Sport and Recreation Victoria

Department of Jobs, Precincts and Regions

To whom it may concern

**Re: Letter of support and proof of affiliation with [insert name of recognised SSA/SSARB]**

[insert name of recognised SSA/SSARB] endorses and supports the application made by [insert name of applicant league/association] to receive funding through Category 2 (Skill Development) of the *Sporting Club Grants Program (the Program).*

Any funding provided from *the Program*, would greatly assist the [league/association] to [insert brief outline of the skill development project to be undertaken by the applicant league/association].

This letter confirms that [insert name of applicant league/association] is currently affiliated with [insert name of recognised SSA/SSARB] and has held this affiliation since [insert year of commencement of affiliation with SSA/SSARB].

We can also confirm that [insert name of applicant league/association] is comprised of member-clubs and administers competition between those clubs. A full list of the member‑clubs is included at Attachment 1.

We support this application in full and hope that this financial assistance may be provided to them in accordance with the published application guidelines.

If you require any further information, please contact [insert name of contact person] on [insert phone number] or [insert email address].

Sincerely

[insert signature]

[insert full name]

[insert position]

[insert name of recognised SSA/SSARB]

**Attachment 1**

*List of all member-clubs comprising [insert name of applicant league/association]*

*[member-club 1]*

*[member-club 2]*

*[member-club 3]*

*[member-club 4]*

*[member-club 5]*

*[member-club 6]*