# Delivery Partner letter of support for joint project proposals

The template letter on the following page may be used by delivery partners to confirm support for joint project proposals under Round Three of the Disaster Ready Fund (DRF).

Delivery partners using this letter should note that:

* the letter should be prepared on your organisation letterhead and must be provided to the Applicant (not NEMA or Lead Agencies) for them to attach to their project proposal before project proposals close.
* only eligible expenditure may be included in your contributions; refer to sections 5.3 and 5.4 of the DRF Round Three 2025-26 Guidelines (the Guidelines).

Further information on joint project proposals and requirements for the letter of support is set out in sections 7.2.4 and 7.6 of the Guidelines.

[Insert Applicant name and address]

To [insert Applicant name]

**Disaster Ready Fund Round Three 2025-26**

**Delivery Partner Letter of Support**

**Project Title: *[Insert project title]***

This letter confirms [insert delivery partner’s name] support for the above Disaster Ready Fund (DRF) Round Three 2025-26 project proposal, lead by *[insert Applicant name]*.

I confirm that our organisation will work collaboratively with [insert Applicant name] and all other delivery partners in the project to successfully complete the project, should it be successful in receiving DRF funding.

An overview of how our organisation will work with the Applicant and any other project partners to successfully complete the project is described as follows*:*

*[Insert details here]*

The following is an outline of the relevant experience and/or expertise our organisation will bring to the project:

*[Insert details here]*

The specific roles and responsibilities of our organisation in the project will be:

*[Insert brief details of key eligible activities your organisation will undertake on the project]*

I confirm that *[insert delivery partner’s name]* will participate in the project by providing the below resources (cash and/or in-kind contributions) to the project, and that all listed resources comply with eligible expenditure rules in sections 5.3 and 5.4 of the DRF Round Three Guidelines.

|  |  |  |
| --- | --- | --- |
| Co- contributions | Description | Amount  (AUD, rounded to nearest dollar) |
| Cash |  | $ |
| In-kind |  | $ |

The nominated contact officer for this project in our organisation is:

* *[Insert details: name, position title, email address and contact number]*

Regards,

Signature ........................................................................

Name:

Position title: Date: