LETTER OF SUPPORT REQUEST

UPDATED: DECEMBER 2017

If you require a Letter of Support to assist in attracting funding for projects that align with the priorities/strategies identified in our [Regional Roadmap](http://www.rdasunshinecoast.org.au/regional-roadmap/) and/or [Charter](https://rda.gov.au/files/Charter-for-RDA-20170816.pdf), please submit a written request for consideration to info@rdasunshinecoast.org.au:

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| **Contact Name** |  | **Email** |  |
| **Brief description of organisation and goals***(to be used in Letter)* |  |
| **Grant / Funding program** *(and stream if applicable)* |  | **Website** |  |
| **Project / activity location and reach** |  | **Deadline for letter** | *(Please allow sufficient lead time)* |
| **Required format** | [ ]  Hardcopy\* [ ]  PDF/Email | **\*Postal Address** |  |

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| **Project title** |  |
| **Brief details of the project / activity***(to be used in Letter)* | * *How does your project/activity demonstrate economic and social benefit for the region?*
* *What need/gap is it addressing?*
* *Why is your project/activity important? Etc.*

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| **Strategic alignment**  | Please detail alignment of project/event to RDA Sunshine Coast priorities as outlined in the RDA [Charter](https://rda.gov.au/files/RDA-charter.pdf) and [Roadmap](http://www.rdasunshinecoast.org.au/regional-roadmap/). Please also list alignment to other relevant strategies and plans:      |
| **Comments on how your project aligns with the abovementioned strategies and plans** *(to be used in Letter)***:****1.** Click or tap here to enter text.**2.** Click or tap here to enter text.**3.** Click or tap here to enter text. |

Subject to an assessment of the information you have provided, RDA Sunshine Coast will respond to your request for a Letter of Support.

**Regional Development Australia Sunshine Coast Inc.**

P: 07 5479 6554

E: info@rdasunshinecoast.org.au

17 Ocean Street (Spark Bureau) | Maroochydore QLD 4558

PO Box 596 | Maroochydore QLD 4558

[www.rdasunshinecoast.org.au](http://www.rdasunshinecoast.org.au)

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| **RDA SUNSHINE COAST USE ONLY:** |
| [ ]  Yes[ ]  No | Project aligns with priorities/strategies identified in Regional Roadmap and/or Charter. |
| [ ]  Yes [ ]  N/A | Assessment of any known sources of information to inform a decision about the reputation of organisation / project: [ ]  [ASIC](http://www.asic.gov.au) (organisation status as a current operating entity). [ ]  [Office of Fair Trading](http://www.fairtrading.qld.gov.au) (organisation status as a current operating entity). |
| [ ]  Yes[ ]  No | Are there any risks for RDA Sunshine Coast’s association with organisation and/or project?      |
| [ ]  Yes[ ]  No | Is there is a convincing case as to why RDA Sunshine Coast would provide a Letter of Support? (Any such case must relate to achieving an outcome aligned with relevant priorities/strategies). |

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| **RECOMMENDATION** |
| [ ]  Provide Letter of Support\*.[ ]  Does not satisfy requirements for Letter of Support.\***Correspondence Register Reference**: COR\_ \_-\_ \_ |