

Request for Letter of Support

Form Preview

Letter of Support Request

Introduction

Thank you for considering Tweed Shire Council for support with your project.

To ensure we can best assist you, please note that there are four sections to complete: Applicant Details, Organisation or Group Information, Reasons for Letter of Support Request, and Attachments.

The information you provide will help us assess your request based on the following criteria:

1. Alignment with Council's Goals: We will evaluate if your request aligns with Council's objectives outlined in the Community Strategic Plan (CSP).
2. Risk Check: We'll ensure there is no risk to Council associated with supporting your project.
3. Your Skills and Experience: We will consider if you have the necessary capacity and expertise to successfully carry out the proposed project.
4. Helping Tweed Community: Your project should genuinely support and benefit the Tweed community.

Please be aware that organisations with which the Council has had no prior knowledge or contact may not be eligible for a letter of support.

If you need help to complete this request form or have questions about the eligibility criteria mentioned above, please email us at communitywellbeing@tweed.nsw.gov.au.

Thank you for your cooperation. We hope to be able to support your project in the future

Lets Start

* indicates a required field

Request Number

This field is read only.

The identification number or code for this submission.

Select what area your project relates to:

- ☐ Community development / wellbeing
- ☐ Council building upgrade
- ☐ Disaster resilience
- ☐ Accessibility upgrade

Applicant Details

Organisation or Group Name *

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Organisation Name

Enter name

Postal Address

Address

Is your organisation an incorporated association under NSW Law, or not for profit entity?

- ☐ Yes
☐ No

Enter ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Note: you will be requested to attach a copy of your organisations last AGM report

Enter primary contact *

Title First Name Last Name

Position in organisation/group *

Phone number *

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Must be an Australian phone number.

Email address *

Organisation or Group Information

* indicates a required field

Describe the services your organisation or group delivers to the Tweed community: *

Describe the activities your organisation or group has done in the community in the last 12 months: *

Which groups in the Tweed community does your organisation or group serve?

- ☐ Adults (18+)
- ☐ Children and youth (0-17 years)
- ☐ Culturally and Linguistically Diverse (CALD) people
- ☐ Indigenous people
- ☐ LGBTIQA+ people
- ☐ People with disabilities
- ☐ Seniors (60 years and older)
- ☐ Other

Reason for Support Letter

Grant information

Name of Grant Funding program

Organisation Name

Enter Program Name

Grant Program Website

Must be a URL.

Please summarise the purpose for your funding request:

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Is your grant application for improvements to a Council-owned facility where you currently hold a license?

- ☐ Yes
☐ No

You must obtain owner's consent before applying for a grant to carry out works on a Council building using the [online application form](#)

Do you have written consent from the owner for the works?

- ☐ Yes
☐ No

If you selected 'no', your request cannot proceed further.

Total Project Cost

Please confirm your total project cost, including the grant funding amount you are applying for:

- ☐ Under \$5,000
☐ Over \$5,000

Amount if over \$5,000

Please enter the amount of grant funding you are applying for:

\$

Must be a dollar amount.

Organisation Approval and AGM Report

Please upload a copy of your organisation's minutes documenting approval for this letter of support request.

Attach a file:

Please upload a copy of your organisation's last Annual General Meeting (AGM) report.

Attach a file: