

Appendix 2: Letters of Support.

It is a requirement of your RADF grant application that you provide up to three letters of support with your submission. However it is better to provide one or two good letters that speak about the wider benefits of your application than five poor letters that communicate very little.

Letters can set your application apart and require content that validates that the project is worthy of funding. Letters should strengthen your application by demonstrating the need and benefits of the proposed project.

Tips for a good letter of support:

- Be from organisations or community representatives who are external to the applicant.
- Be no longer than one page, about four paragraphs is ideal.
- Use plain straight forward language.

Begin with a brief statement about the writer, the applicant, the writer's association with the applicant and a description of the project.

For example:

I am writing on behalf of the XYZ Arts organisation, a group of regional artists who work together to further the arts in central Australia, to support the application for funding from the Blackall-Tambo Arts Group to deliver a series of visual arts workshops in the Blackall-Tambo Region.

The XYZ Arts organisation has had a long association with the Blackall-Tambo Arts Group, having supported and promoted previous projects delivered by this organisation including their most recent print makers' workshop in May 2020.

Articulate the need for your project; why it is necessary, who wants to participate and what it will achieve.

For example:

A series of visual arts workshops is needed to support the on-going development of the local arts community in both Blackall and Tambo. There are a number of emergent artists in the region who are constantly working to improve their skills and professionalism in their chosen art form.

This project has the potential to allow artists to fully develop their artistic style while learning new techniques and media from experienced tutors.

- Emphasise the benefits of the project for the community, your organisation and individuals.

This project will enable the local artists to improve their skills, increase in confidence, and create new work while at the same time benefit from time spent with other artists and community members away from their every day, normal activities.

This project will help position the Blackall-Tambo Arts Group as an arts leader within the community.

- Contain contact details of the writer.