**<Advance Queensland Industry Research Projects>**

<Suggested template for letter of support/intent from Partners>

*<Use Partner organisation letterhead>*

<Insert date (dd month year)>

Department of Tourism, Innovation and Sport

PO Box 15168

City East QLD 4002

**Letter of Support: Advance Queensland Industry Research Project Application – <*insert application ID*>**

<Insert name of partner organisation> is pleased to support <Full name of Lead CI> in their efforts to implement the proposal <proposal title>.

<Insert commitment to and reason for support>. This project will <include summary of likely benefits to be gained by participating in the project>.

I can confirm that, should <lead CI’s name>’s application for an Advance Queensland Industry Research Project be successful, <partner organisation name> will:

(1) Provide the following cash contributions to the project over the <insert length of project> term:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Salaries-as-cash contribution** | **Actual cash contribution** | **Total cash contribution** |
| Year 1 | $xxxx | $xxxx | **$xxxx** |
| Year 2  | $xxxx | $xxxx | **$xxxx** |
| Year 3 <if applicable> | $xxxx | $xxxx | **$xxxx** |
| **Total** | **$xxxx** | **$xxxx** | **$xxxx** |

(2) Provide the following in-kind contributions to the project over the <insert length of project>:

|  |  |  |
| --- | --- | --- |
|  | **In-kind contribution**  | **Brief description of****in-kind contribution** |
| Year 1 | $xxxx |  |
| Year 2 | $xxxx |  |
| Year 3 <if applicable> | $xxxx |  |
| **Total** | **$xxxx** |  |

Yours sincerely,

<Name of authorised officer within partner organisation>

<Title and position of authorised officer >