Letter of Support Guidelines

QWC is able to provide a letter of support for current QWC members who are applying for funding grants. We are unable to provide letters of support for non-members.

QWC strongly advises the applicant to contact the grant officer at the relevant funding body before applying for a grant to ensure your project/proposal meets with their criteria and funding priorities.

Requests for letters of support will be fulfilled within 10 working days of the request being lodged.* It is strongly recommended that requests are lodged as far ahead of the application deadline as possible. QWC is unable to fulfill requests that give less than 10 working days notice.

QWC reserves the right to request further information regarding the application before providing a letter of support. QWC also reserves the right to refuse a letter of support for an application that could potentially harm QWC's reputation with the relevant funding body.

*As long as the request meets the requirements outlined by QWC and all information in the 'What to provide' section is provided in full.

What to provide
Please **do not** send your full application, but do provide us with the following:

1. Your full name (as it appears in your QWC membership information) and QWC membership number.

2. The name of the funding body and title of the grant you are applying for.

3. A brief overview of your project (2-3 sentences).

4. 5-6 brief bullet points outlining what you would like us to know before writing your letter of support.

5. Advice of how long have you been a member of QWC.

6. What QWC events, workshops, seminars and masterclasses you have attended.

How to send your request
Email your request to qldwriters@qwc.asn.au, and put **Letter of Support** in the subject of your email.

Receiving your letter of support
A letter of support will be sent via email within 10 working days of receipt of your request as long as you have provided all the required information (as outlined above).

If you have not provided all the required information we will be unable to provide you with a letter of support and will contact you within 10 working days of receiving your request to ask for further information.

Please note: In some instances, your letter of support may not be signed-off by the CEO, particularly if your grant application is such that it would be more appropriately supported by another member of staff.