

PARTNER ORGANISATION LETTER OF ELIGIBILITY AND SUPPORT

This letter from your Partner Organisation is designed to provide a brief introduction to their business and re-affirm their support to the proposed project and why.

The following points should be noted:

- the letter should be no more than two A4 pages in length
- address the letter to Australian Research Council, GPO Box 2702, CANBERRA ACT 2601 and be in the format of To Whom It May Concern:
- the letter is required in two formats; one hard must copy be printed on company letterhead and have the original signature of the CEO (or equivalent) and given to the RGSO. The other is an electronic copy as a pdf. It is preferred that this is not scanned copy but a full electronically created file. You will upload this in to RMS. Please contact the RGSO if you have trouble with this.
- In paragraph 1, include a brief profile of the partner organisation (when they were established, where they are located, the type of markets they serve for example). This type of information would normally be available in the 'About us' section of their website.
- In paragraph 2 explain their business (what they do, how they do it, staff size and if they have permanent or volunteer staff etc). Again this would be on their website.
- In paragraph 3 and 4, provide details of the amounts of cash and in-kind support that will be provided including the purposes for which these contributions are allocated. This **MUST BE** the amounts listed in the budget and the Partner Organisation sections of your online application form. So until your budget amounts are finalised it may be wise to hold off on your Partner signing the letter.
- If an eligibility exemption was successfully sought for the Partner Organisation in this round, ensure it is mentioned in the letter and that the eligibility code is entered (10 digit identifying number) in the relevant field in the application itself (location depends on type of Exemption sought).
- **Note:** if the Partner Organisation is a Government organisation, or receives funding from State, Territory or Commonwealth Government sources, or from a Government of another country, sufficient detail must be provided in this letter to demonstrate their eligibility to participate as a Partner Organisation (see the Funding Rules, Appendix E for more details).
- The last paragraph should briefly mention the benefit to the organisation of being involved in the Project (either the collaborative aspects over the lifetime of the project and/or the project outcome/s). The following wording must also be included (see the ARC Instructions to Applicants document):

"I certify that no part of the cash contribution is drawn from funds previously appropriated from government sources for the purpose of research, evaluation and/ or consultancy activity. I have read and understood the requirements in the standard *Linkage Projects Funding Agreement* about Partner Organisations written agreements, including the requirement to enter into arrangements regarding intellectual property upon a successful funding outcome."