



# Letters of Support Policy

April 2025

## Purpose

This policy outlines the process and guidelines for provision of letters of support to businesses, artists and arts practitioners.

Accessible Arts is able to provide a letter of support to demonstrate our backing of a person or project to assist with strengthening applications for grants and other activities.

## Eligibility

Businesses, artists and arts practitioners can approach Accessible Arts for a letter of support for grants, projects or initiatives.

In order for Accessible Arts to provide a letter of support for grants, projects or initiatives the project must be relevant to the work of Accessible Arts and our strategic directions.

## Guidelines

Application process:

- Applicants must send the full details of your project and ask via email to [info@aarts.net.au](mailto:info@aarts.net.au) or the relevant project manager.
- Requests must be received at least ten (10) business days in advance of when they are required.
- Applications must include the project outline, how the project will include access and opportunities for people with disability, the budget outline and a copy of the application the letter of support is being requested for.
- Accessible Arts will review the application and inform applicants via email if we are able to provide a letter of support.
- If a letter of support can be provided, the applicant must create a draft letter of support for Accessible Arts including the following information:
  - Details of the project or initiative.
  - How the project or initiative incorporates access and opportunities for people with disability.
  - Any prior experience developing inclusive projects for people with disability.

- Upon receipt of the draft letter of support, Accessible Arts will review, amend as needed, arrange for signature and return.

### **Review of Policy**

Accessible Arts reserves the right to review this policy regularly.