**[Your Organisation’s Letterhead]**

**How to prepare the Letter of Endorsement :** Copy and paste the text below onto your organisation’s letterhead and obtain signature from the legally responsible officer (Chief Executive Officer or equivalent) for your organization.

[Date]

To VET Programs and Investment Team,

**Subject : Endorsement for [Name of your Organisation]’s Micro-Credentialing Program Application**

I, [Name of authorised officer], in my capacity as [Title] of [Name of your organisation], hereby declare the following with respect to the Micro-Credentialing Program application submitted by my organisation:

* The information in this application form and attachments is true and correct to the best of my knowledge.
* I understand this is an application only and may not result in funding approval.
* I have read, understood, and agree to abide by the Micro-Credentialing Program funding guidelines.
* I have read and understand the sample Services Agreement supplied on Department of Employment, Small Business and Training’s (DESBT) website. This includes clause 14 Intellectual Property Rights and Key Performance Indicators.
* If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for, those details to appear in this application.
* I give consent to DESBT to make public the details of the applicant, the proposed project and the funding received, should this application be successful.
* I confirm, if successful, this organisation can commence the proposed project within 3 months of executing the contract with DESBT.
* I confirm, if successful, this organisation can (1) design, (2) develop and (3) deliver the micro-credentials listed in this application within a 12-month duration. The proposed project timeframe is shown below (delete phases under each month below as required):

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month  1 | Month  2 | Month  3 | Month  4 | Month  5 | Month  6 | Month  7 | Month  8 | Month  9 | Month 10 | Month 11 | Month 12 |
| Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver | Design  Develop  Deliver |

* In regard to in-kind contributions, I can confirm this organisation commits to contributing $[Insert dollar value] in-kind to the project in the form of [Insert details of in-kind contribution/s] if our application is successful.
* In regard to in-kind contributions supplied by third parties, I can confirm a letter from the third party detailing their in-kind contribution/s has been included with this application.

I understand and agree to the declaration above.

|  |  |
| --- | --- |
| **Full name of Authorised Officer**  Legally responsible officer (Chief Executive Officer or equivalent) for your organisation. |  |
| **Position of Authorised officer** |  |
| **Signature** |  |
| **Date** |  |