*Important note:* Project partner contributions whether in cash or in kind, must confirm that the contribution is in accordance with industry standards and/or organisation policy or ideally provide a breakdown of the methodology used to arrive at the figures for the match. A value must be put on in-kind contributions.

**Template: External project partner match funding letter**

*Organisation header and details*

<Addressed to Senior Project Staff Member>

Singleton Park,   
Swansea   
SA2 8PP   
UK

  Date: \_\_\_\_\_\_\_\_

Dear Prof/Dr xx,

 <Organisation Name> is delighted to have been given the opportunity to contribute to the <delivery/of> the <Project Name>.

\*\*Funder Letter of Support requirements:\*\*

- the value, relevance and possible benefits of the proposed work to the partner

- the period of support, and describe the full nature of the collaboration or support

-how the partner will provide added value to the project

- match contribution details must include:

* + 1. What the contribution is. For example:
       1. staff time
       2. use of space/facilities
       3. access to equipment
       4. provision of data
       5. software
       6. materials.
    2. Value/Quantity of contribution
    3. How the contribution was valued
    4. the market value statement confirming that ‘ **We confirm** **the contribution is reasonable and justifiable and in line with industry standards and/or organisation policy’ and/or provide a clear calculation methodology evidencing real market value**. Please ensure this element is included in your letter.

Best Regards,

 < Position and Details>

<Signed on behalf of the organisation>