

Section 8.2 Activities

Activity 8.2.2 Develop a Cover Letter Template

Writing a cover letter is your last task. Organisations can develop proformas to assist in this process. A cover letter should not be more than one page.

Tell the funding body:

The name of your organisation

Who to contact about your application

How much you are applying for

What your application will deliver

Consider:

Who will sign your cover letter? Write their name here.

Do you have an electronic signature for your organisation's signatory?

YES NO

If you do not have an electronic signature for your organisation's CEO etc, get one and save it in an accessible location. Write where you have saved the electronic signature here.