# Lead Agency Letter of Confirmation for Multi-Jurisdictional and National Projects

The template letter on the following page may be used by Applicants and Lead Agencies to seek/confirm Lead Agency support for multi-jurisdictional and national projects under Round Three of the Disaster Ready Fund (DRF).

Applicants and Lead Agencies using this letter template should note:

* Applicants developing multi-jurisdictional and national projects must obtain confirmation in writing from Lead Agencies in relevant states and territories that they have no objections to the project being implemented in their jurisdictions (see section 7.2.3 of the DRF Round Three Guidelines).
* The Applicant is responsible for requesting this confirmation from relevant Lead Agencies.
	+ Requests should be sent to the relevant Lead Agency contacts listed on NEMA’s website and copied to the coordinating Lead Agency contact for awareness.
* In making these requests, Applicants must provide sufficient information and allow sufficient time for Lead Agencies to consider and respond to requests.
	+ At a minimum, project information should include the project title, description and objectives, applicant name, details of any delivery partners, delivery locations (sites and jurisdictions), project value and the name of the coordinating Lead Agency.
	+ NEMA recommends approaching relevant Lead Agencies at least 10 business days prior to project proposals closing, noting that response times may differ between states and territories and should be checked with Lead Agencies.
* Lead Agencies may choose to vary the content and format of the letter, as appropriate for each project and their jurisdiction.
	+ Lead Agencies completing this letter should place the letter on their own letterhead and copy in the coordinating Lead Agency when sending it to the Applicant.
* The Applicant must attach all confirmations received to their project proposal as evidence of Lead Agency support (see section 7.6 of the DRF Round Three Guidelines).

Further information on multi-jurisdictional and national projects and the requirement for Lead Agency confirmation is set out in sections 7.2.3 and 7.6 of the Guidelines.

[Insert Applicant name and address]

To [insert Applicant name]

**Disaster Ready Fund Round Three 2025-26**

 **Lead Agency Confirmation - Multi-jurisdictional/National Project**

**Project Title: *[Insert project title]***

This letter confirms that *[Insert Lead Agency Name]* has been notified of *[insert Applicant’s Name]* intent to seek funding for the above project through Round Three 2025-26 of the Disaster Ready Fund (DRF) and has no objections in principle to the project being implemented in *[insert Lead Agency’s jurisdiction – e.g. New South Wales]*, subject to all relevant regulatory and other necessary approvals being obtained by the Applicant.

In providing this letter, *[Insert Lead Agency Name]* makes no guarantees that relevant approvals will be provided and is not committing any resources to the project, unless indicated elsewhere in the application (e.g if the Lead Agency is listed as a delivery partner and provides a separate letter of support in that capacity).

Should any clarification or additional information be required in relation to this letter please contact:

Name: [Insert name]

Position Title: [Insert position title]

Email Address: [Insert email]

Contact Number: [Insert phone number]

Sincerely,

Signature ........................................................................

Name:

Position title:

Date: