

SAMPLE AUTHORIZING RESOLUTION

Instructions: Each applicant must submit to the DNR an *Authorizing Resolution* that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the following documents to the DNR:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

We strongly recommend that applicants show title of position in the Authorizing Resolution, rather than name of employee. Employees have been known to retire or change jobs in the middle of a grant. Were this to happen, resolution would be ineffective. If your organization requires that a person be named in an Authorizing Resolution, then the resolution should also include contact information for the individual named.

Note: If applicant is required to submit a draft "intergovernmental agreement (IGA)" along with your grant application, an Authorizing Resolution is not a substitute for an IGA.

STANDARD AUTHORIZING RESOLUTION

WHEREAS, the _____ (*applicant*) _____ is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of _____ (as described in the application);

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

WHEREAS, a grant agreement is requested to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the _____ (*applicant*) _____ will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

| Task | Title of Authorized Representative | Email address and Phone Number if alternative is used |
|--|------------------------------------|---|
| Sign and submit a grant application | | |
| Enter into a grant agreement with the DNR | | |
| Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate | | |
| Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement | | |
| Sign and submit _____ (name of other documents. Example: Admin Forms) | | |

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on _____ day of _____, 20____

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting held on day of _____, 20____

| | |
|------------------------|------------------|
| | |
| Authorized Signature ↑ | Date Certified ↑ |
| Title ↑ | |