**SAMPLE AUTHORIZING RESOLUTION FOR**

**WISCONSIN RPC AND DNR GREAT LAKES BASIN TREE PLANTING GRANT PROGRAM**

**INSTRUCTIONS**

For a given grant cycle, each applicant (county, municipality, or tribal government) must submit to the Bay-Lake Regional Planning Commission an *Authorizing Resolution,* approved by their governing body, that indicates an **“Authorized Representative.”**  The Authorized Representative is defined here as an office, officer, or employee of the applicant, being given authority to act on its behalf to:

1. Sign and submit the grant application.

2. Sign a grant agreement between applicant and the Bay-Lake Regional Planning Commission.

3. Submit interim and/or final reports to the Bay-Lake Regional Planning Commission to satisfy the grant agreement.

4. Submit reimbursement requests and, if applicable, contractor invoices to the Bay-Lake Regional Planning Commission.

5. Sign and submit other required documentation.

**We strongly recommend that the Authorized Representative be listed as the title of a position**, **rather than name of an employee**. Employee changes (retirement, changing jobs, etc.) during a grant cycle cause the resolution to be ineffective.

The following is a sample *combined* authorizing resolution. It allows the Authorized Representative to submit a *Wisconsin RPC and DNR Great Lakes Basin Tree Planting Grant* application.

Authorizing Resolution

WHEREAS, the applicant, (applicant organization name), is interested in obtaining a cost-share grant from the Bay-Lake Regional Planning Commission for the purpose of funding tree planting under funding originating from the U.S. Forest Service, Great Lakes Restoration Initiative;

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

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, (applicant organization name), will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers (position title of Authorized Representative, e.g. City Forester or Village Administrator), its official or employee, to act on its behalf to:

1. Sign and submit the grant application.

2. Sign a grant agreement between applicant and the Bay-Lake Regional Planning Commission.

3. Submit interim and/or final reports to the Bay-Lake Regional Planning Commission to satisfy the grant agreement.

4. Submit reimbursement requests and, if applicable, contractor invoices to the Bay-Lake Regional Planning Commission.

5. Sign and submit other required documentation.

Adopted this \_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

I hereby certify that the foregoing resolution was duly adopted by (applicant organization’s governing body) at a legal meeting on the \_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

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| Authorized Signature | Title | Date Certified |