

To be used for Knowles-Nelson Stewardship Friends Grants, Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreational Trails Program

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This document serves as a template form used in grant application submittals which acknowledges the Authorizing Resolution, identifies the Authorized Representative, and outlines the Authorized Representative's responsibilities.

**DNR employees may not act as Authorized Representatives for Friends Groups.**

**EXAMPLE AUTHORIZING RESOLUTION FORM FOR OUTDOOR RECREATION GRANT APPLICATIONS**

**WHEREAS,** \_\_\_(applicant/organization/entity)\_\_\_\_\_ is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

**WHEREAS,** financial aid is required to carry out the project.

**THEREFORE, BE IT RESOLVED,** that \_\_\_(applicant/organization/entity)\_\_\_\_\_ has budgeted a sum sufficient to complete the project or acquisition and

**HEREBY AUTHORIZES** \_\_\_(name/representative)\_, \_\_\_(title/department)\_\_\_\_\_ to act on behalf of \_\_\_(applicant/organization/entity)\_\_\_\_\_ to:

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available.

Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date.

Submit signed documents; and

Take necessary action to undertake, direct and complete the approved project.

**BE IT FURTHER RESOLVED** that \_\_\_(applicant/organization/entity)\_\_\_\_\_ will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

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

I hereby certify that the foregoing resolution was duly adopted by \_\_\_(applicant/organization/entity)\_\_\_\_\_ at a legal meeting on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

*The DNR expects the individual authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, carrying out the acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance with grant program. DNR employees may not act as authorized representatives of the applicant/organization/entity.*