**Changes to Authorized Official/Key Grant Personnel**

The NBRC requires a resolution by the applicant’s legal authority providing authorization to the executive to whom they are granting permission to sign all NBRC investment documents that bind the applicant.  NBRC refers to this person as the **"Authorized Official"**.  At time of application for funding, applicants are required to provide a resolution from the entities legal authority indicating the name and title of the person they are authorizing.

If the Authorized Official changes during the performance period of an award, grantees are required to provide NBRC with an executed [Key Contacts Form](https://www.nbrc.gov/content/administration) together with an updated Authorized Official Resolution to document the change.  While NBRC does not mandate the form for the Authorized Official Resolution, recognizing many entities have their own template, **the resolution must indicate the executive’s name and title as well as state their permission to sign all NBRC investment documents that bind the applicant.**Examples of legal authorities include select boards and councils for municipalities; commissions for counties; state authorized officials or boards for states; boards of directors, or trustees for nonprofits.

If a grantee wishes for other key grant personnel to be included in project-related correspondence, a [Key Contacts Form](https://www.nbrc.gov/content/administration) would also need to be provided for those individuals but does not need to be supported by any type of resolution or other support documentation. **As a reminder, only authorized officials may sign NBRC documents that bind the applicant.**

CORPORATE RESOLUTION

I,  **(Name of Chairperson, Board of Directors name)** of **\_\_\_\_(Name of Grantee)\_\_\_\_\_\_\_,** an authorized entity licensed to conduct business in the **(Name of State(s))** do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on **(Date of Meeting),** at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

*RESOLVED*, that **(Full Name of Person being named as Authorized Official)**, who is the **(Title of Person being named as Authorized Official)**, is empowered to act on behalf of \_\_\_\_**(Name of Grantee) \_\_\_\_** as the **Authorized Official**.

In Witness whereof, the undersigned has affixed her/his signature, this the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of Chairperson, Board of Directors

**RESOLUTION**

**\_\_\_TOWN/ CITY OF (NAME)\_\_\_**

*A Resolution authorizing that* **(Full Name of Person being named as Authorized Official)**, who is the **(Title of Person being named as Authorized Official)**, is empowered to act on behalf of \_\_\_\_**(Name of Grantee) \_\_\_\_** as the **Authorized Official**.

Resolved by the **Town or City Council/Board of Selectmen** of the **Town/City of \_\_\_\_\_\_\_\_\_\_** as follows:

WHEREAS, the Town/City Charter, Section \_\_\_\_ **(if applicable)** requires the Board of Selectmen/Town Council to designate the source of any money appropriated after the budget is adopted; and

WHEREAS, the Town/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been awarded (**Amount to of NBRC award**) for the **(brief NBRC project name)**;

NOW THEREFORE, the **(Full Name of Person and Title of Person being named as Authorized Official)** is hereby authorized, on behalf of the **(Name of Town/City Grantee)** to apply for, accept, and expend grant funds from the Northern Borders Regional Commission. The named authorized official has permission to sign all NBRC investment documents that bind the applicant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of Individual authorized to act on behalf of City/Town

Passed and approved this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.