

CERTIFICATE of AUTHORITY

I, _____ (Certifying Officer Name), _____

(Certifying Officer Title) of the _____ (Grantee Name)
do hereby certify that:

1. I am the duly elected _____ (Certifying Officer Title);

2. At the meeting held on this date _____, the _____ (Grantee Name)
voted to accept New Hampshire State Conservation Committee funds and enter into a contract with the New
Hampshire State Conservation Committee, Department of Agriculture, Markets and Foods;

or
2. The _____ (Grantee Name) has agreed to accept New
Hampshire State Conservation Committee funds and to enter into a contract with the NH State Conservation
Committee, Department of Agriculture, Markets and Foods;

3. The _____ (Grantee Name) further authorized the
_____ (Officer Title) to execute any documents which may be necessary for this
contract;

4. This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force
and effect as of the date hereof; and

5. The following person has been appointed to and now occupies the office indicated in (3) above:

Print (Officer Name)

Print (Officer Title)

6. I have hereunto set my hand as the

Sign (Certifying Officer Name)

Print (Certifying Officer Name)

Date Signed:

Print (Certifying Officer Title)

Instructions. The Certificate of Authority provides written evidence that the person signing (“executing”) the contract with the State of New Hampshire has authority to act on behalf of the organization receiving the grant funds. The Certificate of Authority includes the name of the person (Certifying Officer) who will verify, on behalf of the organization (Grantee), the person authorized (Officer) to execute the contract with the State of NH State Conservation Committee, Department of Agriculture, Markets and Foods.

- **Authority to sign the Contract.** The authority to enter into the contract with the State must come from the Grantee’s governing body – either a vote of the Board of Directors, Municipal Council or Selectboard, a unanimous written consent of members, or adopted policy or by-law.
 - The governing body’s vote to enter into the contract must be taken prior to or on the same date the contract was executed.
 - The Certificate of Authority must be executed on or after the date the contract with the State is signed by the Grantee. *The Certificate of Authority should not be executed prior to the date the contract is executed.*

- **Meeting Minutes or Resolution.** In addition to the Certificate of Authority form, submit Meeting Minutes or Resolution evidencing the action of the organization to accept the grant and the individual(s) executing the contract have the authority to bind the organization.

Certificate of Authority Names. There are two names and one organization name on the Certificate of Authority form. The Grantee organization selects two persons: The Certifying Officer to execute (sign) the Certificate of Authority, and the Officer to execute (sign) the Grant Contract on behalf of the Grantee.

- Grantee: Organization receiving SCC grant funds.
 - Certifying Officer: Person certifying the organization’s actions and the person (Officer) authorized to execute the contract.
 - Officer: Person authorized to execute the contract on behalf of the Grantee.
- **Signing and Submitting the Certificate of Authority and Resolution.**
The Certificate of Authority may be signed digitally or by original signature.
The Certificate of Authority should be submitted electronically along with other grant documents. See Electronic submittal instructions in the *Grant Document Instructions* on the SCC website.

How to fill out the Certificate of Authority Template

Provide the name of the person (**Certifying Officer Name**) who will verify, on behalf of the Grantee, the person authorized (Officer) to executed the contract with the State of NH State Conservation Committee. Provide the person’s title (**Certifying Officer Title**) and the name of Grantee organization (**Grantee Name**).

Numbers 1 through 6 below correspond to the numbers on the template form.

1. Provide the (**Certifying Officer Title**).
2. Select one of the options under #2. Delete the option not used.
Option 1 and 2: Provide the Grantee organization’s name (**Grantee Name**).
Option 1: Provide the date that the Grantee organization held a meeting for the purpose of accepting the NH State Conservation Committee grant funds and entering into a contract with the NH State Conservation Committee; this meeting must be the same date or prior to the date the grant is signed.
3. The Grantee organization (**Grantee Name**) authorized an Officer of the organization (**Officer Title**) to executed the contract (also referred to as the contract) on behalf of the Grantee.
4. Statement that the authorization has not be revoked or amended.
5. Print the (**Officer Name**) and (**Officer Title**) of the person authorized to execute the contract. This is the person identified in #3 above. The Officer does not sign the Certificate of Authority.

NOTE: The person authorized in #3 and # 5 to execute the contract must be different from than the person identified in #1 and #6 signing the Certificate of Authority.

6. The (**Certifying Officer**) signs, date of signature (**Date**). Print (**Certifying Officer Name**) and (**Certifying Officer Title**).