

***Certificate of Authority #1 – Resolution for Vote***

I, \_\_\_\_\_, **hereby** certify that I am duly elected Clerk/Secretary/Officer of  
*(Name #1)*  
\_\_\_\_\_. I hereby certify the following is a true copy of a vote taken at  
*(Name of Grantee)*  
a meeting of the Board of Directors / Council / Selectboard / Supervisors, duly called and held on  
\_\_\_\_\_ 2025,

at which a quorum of the Directors/Councilors/Selectmen/Supervisors, were present and voting.

**VOTED:** That \_\_\_\_\_ is  
*(Name #2 and Title. May list more than one person)*

duly authorized to enter into contracts or agreements on behalf of

\_\_\_\_\_ with the State of New Hampshire and any of  
*(Name of Grantee)*

its agencies or departments and further is authorized to execute any documents which may in his/her  
judgment be desirable or necessary to effect the purpose of this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force and effect as of  
the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30)**  
days from the date of this Resolution. I further certify that it is understood that the State of New  
Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the  
position(s) indicated and that they have full authority to bind the corporation. To the extent that there are  
any limits on the authority of any listed individual to bind the corporation in contracts with the State of  
New Hampshire, all such limitations are expressly stated herein.

**DATE:** \_\_\_\_\_ **ATTEST:** \_\_\_\_\_.  
*(Name #1 & Title)*

**Certificate of Authority #2 – Resolution for Bylaws**

I, \_\_\_\_\_ hereby certify that I am duly elected Clerk/Secretary/Officer of  
(Name #1)

\_\_\_\_\_. I hereby certify the following is a true copy of the  
(Name of Grantee)

current Bylaws or Articles of Incorporation of the Corporation and that the Bylaws or Articles of Incorporation authorize the following officers or positions to bind the

Board of Directors / Council / Selectboard / Supervisors for contractual obligations.

\_\_\_\_\_  
(list officer titles or position)

I further certify that the following individuals currently hold the office or positions  
authorized: \_\_\_\_\_  
(list individuals holding positions authorized)

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the corporation. This authority **shall remain valid for thirty (30)** days from the date of this certificate.

**DATE:** \_\_\_\_\_.

**ATTEST:** \_\_\_\_\_  
(Name #1 & Title)

### **Instructions.**

The authority to enter into the Grant Contract with the State must come from the Grantee's governing body – either a vote of the Board of Directors or Supervisors, Municipal Council or Selectboard, a unanimous written consent of members, or adopted policy or by-law.

The Certificate of Authority provides written evidence that the person signing (executing) the Grant 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 person (Name #1) who will verify, on behalf of the organization (Name of Grantee), the person(s) authorized to execute the Grant Contract with the State of NH State Conservation Committee, Department of Agriculture, Markets and Foods.

There are two Certificate of Authority options. Submit one:

- 1) Certificate of Authority Resolution for Vote and Meeting Minutes; or
- 2) Certificate of Authority Resolution for Bylaws and Bylaws

#### **1) Certificate of Authority Resolution for Vote**

- The governing body's vote to enter into the Grant Contract must be taken prior to or on the same date the Grant Contract was executed.
- The Certificate of Authority must be executed on or after the date the Grant Contract with the State is signed by the Grantee. *The Certificate of Authority should not be executed prior to the date the Grant Contract is executed.*
- The Certificate of Authority remains valid for thirty (30) days from the date of the Resolution. The Grant Contract must be signed within that time.
- Certificate of Authority Names.
  - \* Grantee: The organization receiving the Grant.
  - \* Name #1: Person certifying the organization's actions and the person (Name #2) authorized to execute the Grant Contract. Name #1 Attests (signs) the Certificate of Authority.
  - \* Name #2: Person authorized to execute the Grant Contract on behalf of the Grantee.
- Meeting Minutes including the vote evidencing the action of the organization to grant the individual(s) executing the Grant Contract have the authority to bind the organization.

#### **2) Certificate of Authority Resolution for Bylaws**

- The Certificate of Authority Resolution for Bylaws must be executed on or after the date the Grant Contract with the State is signed by the Grantee. *The Certificate of Authority should not be executed prior to the date the Grant Contract is executed.*
- The Certificate of Authority remains valid for thirty (30) days from the date of the certificate. The Grant Contract must be signed within that time.
- Certificate of Authority Names.
  - \* Grantee: The organization receiving the Grant.
  - \* Name #1: Person certifying the organization's actions and the person (Name #2) authorized to execute the Grant Contract. Name #1 Attests (signs) the Certificate of Authority.
  - \* Authorized Individuals: List individuals holding positions authorized to execute the Grant Contract on behalf of the Grantee.
- Bylaws evidencing the action of the organization to grant the individual(s) executing the Grant Contract have the authority to bind the organization.

#### **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.