

CLG TRAINING AND CONTINUING EDUCATION EXAMPLE RESOLUTION

This example has been provided for the benefit of Certified Local Governments (CLG) applying for funding support for training and continuing education. Resolutions do not have to match the example word-for-word but must include the major components, including the identification of the attendee/event, the funding request, acknowledgement that this is a reimbursable grant program, and the name of the person authorized to execute the grant agreement and related documentation.

I, (name), the duly qualified and acting (title) of (name of CLG applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of CLG applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government (CLG) program in the amount of (amount of funding request) for a (type of event to be hosted OR funding support for (name of person requesting attendance)(title) to attend (name of event)), and;

Whereas, the (name of CLG) acknowledges that the CLG program is an expense reimbursement program and reimbursement will be made upon SHPO acceptance and approval of a complete reimbursement request, and;

[Please use one of the following options:]

Whereas, the (name of CLG applicant) will provide funding for the community-hosted training activity in the amount of (amount of funding allocated to the training) from the (source of funding, e.g., general fund), and;

OR

Whereas, the (name of CLG applicant) will directly pay training fees on behalf of (the person attending the conference), which SHPO will reimburse to the CLG, and;

OR

Whereas, all training fees will be paid directly by (person attending the conference) and (name of CLG applicant) will request reimbursement from SHPO on their behalf and be responsible for disbursement of grant funds to the attendee following receipt of funds from SHPO, and;

Whereas, upon approval of the application by the SHPO the (title) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the grant management and grant administration duties;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO CLG program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application, grant agreement, and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

Signature of (title)