

## Local Government Efficiency Grant Program

# Resolution Tips

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The Lead Applicant and all Co-Applicants shall submit, with the application, a formal resolution from each governing body confirming support for the grant application, and a commitment to move forward if funded. We suggest that you consider the items listed below for the resolution.

- I. Authorization to Apply for the Grant: The municipal governing board (e.g. City Council, Town Board, Village Board of Trustees, County Legislature/Board of Supervisors, Fire District Commissioners, or School Board) shall designate a Lead Applicant Contact Person and authorize that person by name and title (and his/her designee), to submit an application to the Local Government Efficiency grant program for the 2010-2011 program year. The resolution shall authorize the Lead Applicant Contact Person to execute all financial and/or administrative processes relating to the implementation of the program.
- II. Project Title and Description: The resolution should provide a title and include a brief description of the project. In the event that a municipality is submitting more than one application, the project titles and descriptions need to be unique to avoid confusion tracking your submissions.
- III. Funding Request: The resolution should indicate the amount of money being applied for through this program. (This amount would correspond with the “Amount of Grant Requested” on the application form.)
- IV. Local Cost Share Information: The resolution shall state the municipal commitment of 10% local share. For High Priority Planning Grants the local share does not have to be local funds.
- V. Co-Applicant Information: The resolution should list the municipalities who are co-applicants and an agreement to enter into an intermunicipal agreement. The information provided in the resolution would not be at the same level of detail that you may have in an intermunicipal agreement. (Sample Intermunicipal Agreement may be seen on the Department of State’s website at [www.dos.state.ny.us/LG](http://www.dos.state.ny.us/LG) .)
- VI. Other Actions: If relevant, include other activities related to the project that need the approval of the governing board.
- VII. Resolution: Record and certify the vote of the members of the governing body.

The Lead Applicant’s representative shall sign the Certification of the information contained in the application. Resolutions from all involved municipalities should be included with the application submission. Resolutions will be accepted no later than the end of the month of the application deadline.