

(Organization's Letterhead)

**Sample 1  
Board Resolution**

The Board of Directors of (organization name) hereby authorizes [insert name and title], to sign all contracts, report forms and related materials to any agreements between the agency and its funding sources, contractors and grantors.

The Board of Directors of [organization name] adopted this action on [date].

\_\_\_\_\_  
Name  
Board President

\_\_\_\_\_  
Name  
Board Secretary

(Organization's Letterhead)

**SAMPLE 2**  
**Board Resolution**

Be it resolved this 13th day of June 2007, that the Board of Directors of ABC Agency, by majority vote, authorizes Bridget Jones, Executive Director to submit grant applications and to sign and execute grant agreement documents (e.g., Contract, Statement of Work, Scope of Work, Budget, Required Documents, Report Forms, Memorandums of Understanding, etc.) related to the request for proposals and renewals issued by the Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA).

**ATTEST:**

\_\_\_\_\_  
Peter White  
Chair, of the Board of Directors  
ABC Agency

\_\_\_\_\_  
June 13, 2006  
Date