# **Managing Partner Letter of Authorization Template**

**Instructions:** This template is available to help Applicants to Round 2 of the Regional Climate Collaboratives Program develop their Letter of Authorization, if applicable. If the Managing Partner is a tribe or an eligible applicant that is not a public agency, they must include either an authorization in the form of a formal letter **or** a resolution passed by the organization’s governing body that includes authorization to apply for and accept an RCC Grant, and authority to execute all related documents if awarded. See Formal Resolution Template on [SGC’s website](https://sgc.ca.gov/programs/cace/resources/rcc/). Applicants can adapt this format however they see fit or follow a different format.

**[INSERT LETTERHEAD]**

**[DATE]**

Regional Climate Collaboratives Program

California Strategic Growth Council

1400 Tenth Street

Sacramento, CA 95814

Re: Letter of authorization by **[INSERT TRIBE/ORGANIZATION NAME]** for the Regional Climate Collaboratives (RCC) Program application

Dear SGC Staff,

As the duly governing body of **[INSERT TRIBE/ORGANIZATION NAME],** please be advised that we authorize this application for the RCC Program grant. We understand **[INSERT TRIBE/ORGANIZATION NAME**] is responsible for the development, preparation and scoping of the RCC Program application. If awarded, **[INSERT TRIBE/ORGANIZATION NAME]** will assume the responsibility of the Managing Partner and will be responsible for administrating the grant award. These responsibilities include:

* Demonstrating administrative and financial capacity to execute the grant agreement;
* facilitating payment between the State and partners;
* coordinating completion and submittal of grant deliverables;
* participating in regular check-ins with SGC;
* serve the Collaborative in other capacities, such as convener facilitator, network weaver, subject matter expert, etc.; and
* additional administrative duties.

We further understand and agree that we shall remain responsible for all RCC Program terms and conditions should we be awarded an RCC Program grant.

**[*Insert signature lines for each member of the governing body that will be signing the letter of authorization*.]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Signature]**

**[Print Name and Title]**

**[Tribe/Organization’s Address]**

**[Email Contact]**