

## Letter of Authorization Template

**Instructions:** This template is available to help Applicants to the Tribal Capacity Building Pilot Program develop their Letter of Authorization. Tribes must provide appropriate documentation verifying their ability to accept and execute the Tribal Capacity Building Pilot Program grant if awarded through either an **authorization in the form of a formal letter OR** a resolution passed by the tribe's governing body that includes authorization to apply for and accept a Tribal Capacity Building Pilot Program grant, and authority to execute all related documents if awarded. If the Applicant prefers to submit the latter document, please see the *Tribal Resolution Template* on [SGC's website](#). Applicants can adapt this format however they see fit or follow a different format.

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**[INSERT LETTERHEAD]**

**[DATE]**

Tribal Capacity Building Pilot Program  
California Strategic Growth Council  
1400 Tenth Street  
Sacramento, CA 95814

Re: Letter of authorization by **[INSERT TRIBE NAME]** for the Tribal Capacity Building Pilot Program application

Dear SGC Staff,

As the duly governing body of **[INSERT TRIBE NAME]**, please be advised that we authorize this application for the Tribal Capacity Building Pilot Program grant. We understand **[INSERT TRIBE NAME]** is responsible for the development, preparation, and scoping of the Tribal Capacity Building Pilot Program application. If awarded, **[INSERT TRIBE NAME]** will assume the responsibility of a grantee for the Tribal Capacity Building Pilot Program and will be responsible for administering the grant award. These responsibilities include:

- Demonstrating administrative and financial capacity to execute the grant agreement
- Coordinating completion and submittal of grant deliverables
- Participating in regular check-ins with SGC
- Additional administrative duties

We further understand and agree that we shall remain responsible for all Tribal Capacity Building Pilot Program terms and conditions should we be awarded a Tribal Capacity Building Pilot Program grant.

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

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**[Signature]**

**[Print Name and Title]**

**[Tribe's Address]**

**[Email Contact]**