Board resolution to apply for a grant template

A resolution template your board (or management committee) can adopt to authorise an application.

Some funders ask for evidence that your board (or management committee) approved the application. Adapt this to your governing document and have it minuted. This template is not legal advice.

Resolution

At a meeting of the board (or management committee) of [Organisation name] held on [date] at [place or online], with a quorum present, the following was resolved:

1. That [Organisation name] apply to [Funder name] for [$amount] for [project name].
2. That [name, title] is authorised to sign and submit the application and any agreement on behalf of the organisation.
3. That, if funded, the project will be delivered as described and funds used only for the approved purposes.
4. That any match or co-funding of [$amount] required by the funder is committed from [source].

Certified as a true record:
[Name], [Chair / Secretary]
Signature: _____ Date: [date]

Free template from Grant Writing Company (grantwritingcompany.com/templates/au/board-resolution/). Replace every [bracket] with your own facts. General guidance only, not legal or tax advice. Funders decide every award.