

Grants & Partnerships Program

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GUIDE TO RETRIEVING THE DELEGATION OF AUTHORITY DOCUMENTATION

Thank you for your interest in applying for a grant through our Safe, Clean Water Grants & Partnerships Program. This guide is designed to provide you with information on what a delegation of authority document is and how to obtain it. For more information on our grant funding opportunities, please visit our website at <https://valleywater.org/grants>.

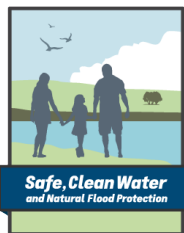
What is the delegation of authority documentation?

When applying for a grant with Valley Water, it is essential for organizations to provide verification of the Primary Signatory's authority to apply and execute the grant project, otherwise known as the delegation of authority documentation.

The delegation of authority documentation designates a specific individual within your organization as the authorized representative responsible for applying for and carrying out a grant from Valley Water. This document serves as official confirmation that the designated person has the authority to act on behalf of your organization to apply for and accept grant funds; execute an agreement; implement the project; and submit all documents and reports, including but not limited to, applications, agreements, payment requests, which may be necessary for the performance and completion of the project.

How can I fulfill the delegation of authority documentation requirement?

1. Identify the Primary Signatory:
The Primary Signatory is an individual within your organization who has the legal authority to represent and make decisions on behalf of your organization. This includes but is not limited to, the following responsibilities: signing legal agreements, invoices, and other matters pertaining to your proposed grant project.
2. Determine the appropriate documentation needed to verify the Primary Signatory:
Figure out what type of delegation of authority document best suits your organization's structure and what might already be available. This can include a resolution from your organization's governing body (such as a Board of Directors or city council), an organizational policy, minutes from a meeting held by the governing body, or any other



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documentation that clearly outlines the delegation of authority to the person listed on the application.

3. Obtain necessary approvals and submit the documentation:

If required by your organization, ensure that the delegation of authority documentation is reviewed and approved by the appropriate individuals or governing board, such as the board of directors or your senior management. Once complete, submit the documentation as part of your application via our online grants management system (Fluxx).

By providing Valley Water with the delegation of authority documentation, you will help streamline the application process and demonstrate that the Primary Signatory has the official confirmation to act on behalf of your organization.

Additional resources, such as examples of accepted delegation of authority letters or a pre-made template letter, can be made available to you if needed.

If you have any further questions or need assistance, feel free to reach out to our grants staff at grants@valleywater.org.