

**SECTION F**

**CERTIFICATION LETTER**

Date \_\_\_\_\_

Butch Calhoun  
Secretary of Agriculture  
Arkansas Agriculture Department  
#1 Natural Resources Drive  
Little Rock, AR 72205

Dear Secretary Calhoun:

On behalf of the city/community of \_\_\_\_\_, I am writing to request your assistance in securing a state grant under the Arkansas Festival Grant program. Proceeds from the \$\_\_\_\_\_ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

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

I designate myself, Mayor/County Judge of \_\_\_\_\_ as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of the city/county of

\_\_\_\_\_, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_. Thank you for your consideration.

Sincerely,

Mayor \_\_\_\_\_

County Judge \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

**SECTION G**

**RESOLUTION PASSED BY CITY COUNCIL/QUORUM COURT**

*Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit. **All Resolutions must be notarized by the local governing official.***

**RESOLUTION # \_\_\_\_\_**

Be it resolved by the City Council/Quorum Court of \_\_\_\_\_, State of Arkansas a resolution entitled: \_\_\_\_\_.

A Resolution authorizing the Mayor of \_\_\_\_\_ Town or the County Judge of \_\_\_\_\_ County to apply for a grant of behalf of the \_\_\_\_\_ Community.

Whereas, the \_\_\_\_\_ City Council/Quorum Court has determined that the \_\_\_\_\_ Community meets eligibility requirements necessary to apply for a grant under the Arkansas Festival Grant; and

Whereas, the \_\_\_\_\_ Community has presented plans to (description of festival) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; and

Whereas, the City Council/Quorum Court of \_\_\_\_\_ recognizes the need for the project, concurs its importance, and supports the \_\_\_\_\_ Community in its efforts to proceed with the same; and

Therefore, be it resolved, that the Mayor/County Judge of \_\_\_\_\_ is hereby authorized to submit an application of formal request to the Arkansas Agriculture Department for purposes of securing state grant funds in the amount of \$ \_\_\_\_\_ to aid and assist the \_\_\_\_\_ Community in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer of \_\_\_\_\_ is further authorized to administer the grant funds for the same project.

**THIS RESOLUTION ADOPTED IN REGULAR SESSION \_\_\_\_\_**  
Date

**APPROVED:** \_\_\_\_\_  
Signature of Mayor or County Judge

\_\_\_\_\_  
Typed name of Mayor or County Judge

**ATTEST:** \_\_\_\_\_  
Signature of City or County Clerk