**Business and Community Sport Flood Recovery Grants**

**Letter of Authority Template**

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| **When do I need to complete a letter of authority?**The person applying for the grant **must** be authorised to submit the application and agree to the terms and conditions of the grant on behalf of the applicant. This must be a person authorised to execute contracts and legally bind the applicant. A letter of authority is a document that authorises a third party to act on behalf of a business or organisation. The person completing the letter of authority must be listed as an associate of the business on the [Australian Business Register](https://www.abr.gov.au/) (ABR) or an authorised office holder of the organisation listed in the registration with [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association)  or [the Office of the Registrar of Indigenous Corporations](https://www.oric.gov.au/).Under 6.4 of the [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines), evidence of the authority to legally bind the applicant will be required and may include: * 1. the status of the person as an officer of the applicant authorised by law to act on behalf of the entity;
	2. by a resolution of the entity authorising the person to act on behalf of the entity;
	3. a formal authority given by the entity to a professional representative authorising the professional representative to act on behalf of the entity;
	4. by formal appointment of an attorney who is authorised to act on behalf of the entity.

 Applicants must consent to the Department of Jobs, Precincts and Regions conducting an audit of documents used to support an application to verify information provided. |

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| **What needs to be included in a letter of authority?**The information we require in a letter of authority is described in the following sample letters.Incomplete information may result in application processing delays, or we may ask you to provide a new letter with the correct information. Submitted information will be assessed in accordance with the [Program Guidelines](https://business.vic.gov.au/grants-and-programs/business-and-community-sport-flood-recovery-grants#program-guidelines) and personal information collected will be handled in accordance with the Department of Jobs, Precincts and Regions’ Privacy Statement on the Business Victoria [website](https://business.vic.gov.au/privacy/detailed-privacy-statement).  |

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| **How to write a letter of authority** ***Business or organisation letterhead**** Create a letter using your business or organisation letterhead.
* Copy and paste the text from the relevant template letter.
* Where you see the square brackets [ ], insert the details for your business/organisation.
* Sign the letter of authority or insert a digital signature.
* If available, attach evidence of the authority to legally bind the applicant.

***Email*** If your business or organisation does not have a letterhead, you can provide a letter of authority as email from your business or organisation email address.* Create a new email message and copy and paste from the relevant template letter.
* Where you see the square brackets [ ], insert your specific details.
* Insert an email signature (if you have one)
* If available, attach evidence of the authority to legally bind the applicant
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***Option A – to authorise someone within your business or organisation***

**[Include letterhead]**

**Re: Alternative Business Associate or Authorised Officer Holder Authorisation**

To whom it may concern

I, [**insert full name as recorded in the ABR/CAV/ICN**] am an Associate or Authorised Officer Holder of [**insert registered business or organisation name and ACN/ABN/IAN/ICN**] (‘the Applicant’) listed on the Australian Business Register or in the registration with Consumer Affairs Victoria and authorised to act on behalf of the Applicant.

My position in relation to the Applicant is [**insert your position title/role**].

I authorise [**insert full name, position title/role and contact details of the authorised person**] to:

* apply for the Business and Community Sport Flood Recovery Grant on behalf of the Applicant; and
* act on behalf of the Applicant in matters related to the abovementioned grant application.

[DELETE IF NOT APPLICABLE: I **attach** a resolution of the Applicant authorising this person to act on behalf of the Applicant.]

[full name and title of authorised ABR associate/authorised CAV/ICN office holder]

[date and signature of authorised ABR associate/authorised CAV/ICN office holder]

[phone number of the business or organisation]

[registered address of the business or organisation]

***Option B – to authorise a professional representative***

**[Include letterhead]**

**Re: Authorise a professional representative to act on behalf of your business or organisation**

To whom it may concern

I, [**insert full name as recorded in the ABR/CAV/ICN**] am an Associate or Authorised Officer Holder of [**insert registered business or organisation name and ACN/ABN/IAN/ICN**] (‘the Applicant’) listed on the Australian Business Register or in the registration with Consumer Affairs Victoria and authorised to act on behalf of the Applicant.

I authorise [**insert registered business name of the authorised professional representative, ABN/ACN/ICN, professional registration number and contact number**] to:

* apply for the Business and Community Sport Flood Recovery Grant on behalf of the Applicant; and
* act on behalf of the Applicant in matters related to the abovementioned grant application.

[DELETE IF NOT APPLICABLE: I **attach** a resolution of the Applicant authorising this person to act on behalf of the Applicant.]

[full name and title of authorised ABR associate/authorised CAV/ICN office holder]

[date and signature of authorised ABR associate/authorised CAV /ICN office holder]

[phone number of the business or organisation]

[registered address of the business or organisation]