**Resolution Instructions**

If your governing authority passed a resolution that both acknowledges applying for the grant and if you receive a grant to enter into an agreement. See the following excerpt from the Local Trail Connections or Regional Trail Grant Application Manual.

**Excerpt from the Grant Application Manual:**

**B – Resolution Supporting Application –** The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included in Appendix A. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility, trail or equipment will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant.

As noted on your Required Documentation Checklist under resolution that should include accepting the grant, naming the fiscal agent and assures the facility, trail or equipment will be maintained for no less than 20 years. If your resolution did not include these three items, then a new resolution is required.

If you have any questions or would like your resolution language reviewed prior to your Governing Authority passing the resolution, please contact:

Daniel Golner, Grant Coordinator

DNR Parks and Trails

500 Lafayette Road, Box 52

St. Paul, MN 55155

Phone: (651) 259-5599

Fax: (651) 297-5475

email: [Daniel.golner@state.mn.us](mailto:Daniel.golner@state.mn.us)

**Resolution Sample**

WHEREAS the City of Sunnybrook supports the grant application made to the Minnesota Department of Natural Resources for the Local or Regional Trail Grant Program. The application is to construct *five (5) miles of paved trail for the Sunnybrook Recreational Trail System.* The trail system is located within 30 acres of Sunnybrook Park, and

WHEREAS the City of Sunnybrook recognizes the twenty-five (25) percent match requirement for the Local or Regional Trail grant program, and has secured the matching funds

NOW, THEREFORE, BE IT RESOLVED, if the City of Sunnybrook is awarded a grant by the Minnesota Department of Natural Resources, the City of Sunnybrook agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Sunnybrook will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Sunnybrook names the fiscal agent for the City of Sunnybrook for this project as:

Jane Doe

Director of Finance/Treasurer

City of Sunnybrook

1111 Happy Trails Avenue

Sunnybrook, MN 59985

BE IT FURTHER RESOLVED, the City of Sunnybrook hereby assures the Sunnybrook Recreational Trail will be maintained for a period of no less than 20 years.

OR

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SUNNYBROOK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2025.

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

JOHN DOE - MAYOR

ATTEST:

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

MARY DOE - CITY CLERK