# **Sample Certificate of Authority**

[Partner Organization’s Letterhead]

**Certificate of Authorization**

Date: [Insert Date]

To Whom It May Concern,

We, the “Participants” of [Partner Organization’s Name], an informal community-based organization, hereby authorize [Authorized Person’s Full Name] holding an ID [ID Number] (the “Principal”) to:

* Sign the Grant Agreement [Insert Grant Agreement Number] with the United Nations High Commissioner for Refugees (UNHCR) in [Country Operation] on our behalf, and
* Represent us and act on our behalf in all matters relating to the implementation of the Grant Agreement, including but not limited to the receipt of the Grant.

Principal’s Details:

Full Name: [Authorized Person’s Full Name]

Position: [Authorized Person’s Position in the Organization]

Contact Information: [Authorized Person’s Phone Number and Email Address]

The Principal shall be empowered to sign all necessary documents and correspond with UNHCR on our behalf in relation to the Grant Agreement.

This authorization shall remain in effect until revoked in writing by the undersigned or upon completion of the obligations under the Grant Agreement.

**Signatures of the Participants granting the authorization [***Add or delete lines as necessary***]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name**  | **Title** | **Signature** | **Date** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

**Signature of the authorized Principal**

I, hereby, accept the authorization granted to me by the Participants under this Certificate of Authority.

I agree to duly inform the Participants of all components of the Grant Agreement, including terms, conditions, and legal obligations

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | **Title** | **Signature** | **Date** |
|  |  |  |  |