

Authority to Apply Letter Template

For the FY 2026 Farm to School and Early Care First Bite or Full Tray Grant Program

With your application for the Fiscal Year (FY) 2026 Farm to School and Early Care First Bite or Full Tray Grant program, you must upload a signed “Authority to Apply Letter” based on this template. Note:

- The letter must be on the letterhead of the organization applying for the grant.
- All information must be included.
- The signer must be an individual with authority to sign contracts on behalf of the school district (e.g., superintendent or school business officer).

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Date: [MM/DD/YYYY]

To: Minnesota Department of Agriculture, Ag Marketing and Development Division

From: [Name of official with authority to sign]

[Name of applicant] has the authority to apply for the Fiscal Year 2026 Farm to School and Early Care First Bite or Full Tray Grant program on behalf of [name of school district].

The following individuals have been identified as the primary points of contact for any resulting grant contract agreement:

Identified Official with Authority (IOwA) to Sign

Name of official with authority to sign:

Title:

Phone number:

Email:

Primary Program Contact Information

Name of program contact:

Phone number:

Email:

Business Manager Contact Information

Name of business manager:

Title:

Phone number:

Email:

Signature and Date of the Official with Authority to Sign

Name:

Date: