

Signature Certification Form

Montana Department of Commerce
Destination MT Division
Montana Tourism Development Grant Program

This is to certify that the following officials are authorized to sign requests for payment of the Montana Tourism Development Grant funds for the (name of grantee: city, town or county of _____).

1. _____
Signature Title

Typed name
2. _____
Signature Title

Typed name
3. _____
Signature Title

Typed name

It is understood that any two of the above signatories must sign each request for payment submitted.

Note: Suggested witness is a representative other than one of the three signatures.

I hereby certify that I have witnessed the signing of the above-named signatures.

Signature of witness

Date: _____

Typed name and title of witness

Signature Certification Form Instructions

- At least three officials must sign the *Signature Certification Form*; it is acceptable to have more to assure that at least two signatories will be available to sign requests for reimbursements for MTDGP funds.
- Each Authorized Signatory must provide his/her signature along with the date when they signed the *Signature Certification Form*.
- The *Signature Certification Form* is not valid until fully signed and dated by the Authorized Signatories. The required signatory's signature and date signed must be added to the form **after** the other authorized signatories sign and date the form.
- When the *Signature Certification Form* has been completed, upload a copy for the MTDGP application.
- Required signatories include the executive director of the lead entity, president or chief elected official (mayor, chairperson, chairperson of the county commission).
- Suggested signatories include the lead entity's deputy director, financial manager, the project administrator/project manager, or the city or county clerk or treasurer.