

# Delegation of Responsibility for Grant Application

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position/Title] of [Your Organization], hereby delegate the responsibility for the government grant application process for [specific grant name] to [Delegate's Name], [Delegate's Position/Title]. This delegation is effective from [start date] to [end date].

[Delegate's Name] is authorized to act on behalf of [Your Organization] in all matters concerning the aforementioned grant application, including the preparation, submission, and any necessary correspondence with the grant agency.

If you have any questions, please feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization]  
[Your Contact Information]