**Section 700.30 Application Procedure**

For purposes of this Subpart, the terms "proposal" and "application" have the same meaning.

1. When State funding is available for grants under this Part, the State Superintendent will issue a Request for Proposals (RFP) on the Illinois Catalog of State Financial Assistance (https://gata.illinois.gov/grants/csfa.html) to solicit applications from eligible entities.
2. The RFP will describe the format that applicants will be required to follow and the information they will be required to submit, including, but not limited to, identification of the schools that will be served, the specific training planned and the schedule for that training, and the strategies that will be used to increase the rate of participation by low-income students.
3. The RFP will identify any restrictions or areas of high priority that have been established for a particular program year.
4. The RFP will include a three-year budget summary, payment schedule, and a narrative budget breakdown (i.e., a detailed explanation of each line item of expenditure).
5. The RFP will identify the information recipients will be required to collect and report regarding the activities conducted with grant funds and the results of those activities, as well as the timelines for reporting, as required under Section 700.70.
6. The RFP will include the State-required certification and assurances described in 44 Ill. Adm. Code 7000.370(a)(4).
7. The RFP will specify the deadline for submission of proposals.
8. Incomplete proposals will not be considered.