**Section 1015.50 Grant Application Procedures**

a) At any time that grant funds become available or that the Board has reason to believe that grant funds may become available, the Board shall notify in writing the chief executive officer of every public and nonpublic institution of higher education in the State of Illinois of the availability or projected availability of the grant funds.

1) The notice shall contain, at a minimum, the following information:

A) The deadline for the submission of applications, which shall not be less than 45 days from the date of sending the notice;

B) The date the grants will be made and the deadline for the completion of grant projects; and

C) This State-funded program is subject to GATA. GATA rules are cross-referenced in this Part.

2) The application materials must include the Uniform Grant Application provided by GATU and signed by an authorized representative (see GATA Rule Section 7000.330).

b) Grant project proposals shall contain, at a minimum:

1) Synopsis;

2) Statement of goals and specific objectives consistent with Section 1015.40;

3) Detailed description of the proposed project, including activities, completion schedule, operating procedures, and justification for funding;

4) The amounts and sources of matching contributions earmarked for the project;

5) Performance goals to determine the effectiveness of the project; and

6) Proposed budget amount for the matching funds. Indirect facilities and administrative costs and direct costs are disallowed for this program.

c) The Board staff shall review application documents of all institutions for compliance with the application and eligibility requirements. The Board staff may request additional documents or a meeting between its staff and institutional representatives to discuss questions about application documents. If the material submitted by an applicant institution is incomplete or not of sufficient detail to provide an understanding of the proposed project or its justification, the Board staff shall request additional information for clarification or substantiation.

d) Once grants are awarded, the Board staff shall notify each applicant in writing concerning its application.

e) Application information and materials may be obtained from the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or the Board's website at www.ibhe.org.

(Source: Amended at 44 Ill. Reg. 11408, effective June 24, 2020)