**Section 291.40 Grant Application Procedure and Content**

a) Application Procedure

1) Subject to the availability of appropriated funds, the Office will make application forms for small equipment grants under this program available to all Illinois fire departments and ambulance services.

2) A completed original application form shall be signed by the duly authorized officers of the applicant.

3) Applications shall be returned, by the date specified on the form, to the Office of the State Fire Marshal, Attention: Small Equipment Grant Program, 1035 Stevenson Drive, Springfield, Illinois 62703-4259.

4) Applications received at the Office shall be logged in as received and assigned an Application Number.

b) Application Content

Each Grant application shall include the following information:

1) Identifying information for the applicant fire department or ambulance service and its local government.

2) A detailed description of the applicant's need for the proposed small equipment.

3) Identification of fire department, ambulance service or local government personnel to serve as contacts for information.

4) Copies of the applicant's two most recent budget and appropriation ordinances.

5) Any other information the Office may require to determine the applicant's eligibility under this Part in the event the Office needs to clarify the request, such as the nature of the applicant's organization.

c) Review of Applications

Applications shall be assessed by blind review, meaning the Committee shall not see the name, address or any specific information that identifies the applicant. The Committee shall review and rank the applications based on assessment of need and information provided in the grant application.

d) Grant Award

After the Committee's review and ranking of applications, grant awards will be determined, subject to appropriation of the funds being made available by the State for grants under this program.

(Source: Amended at 41 Ill. Reg. 10500, effective August 15, 2017)