**Section 295.20 Grant Application Procedure and Required Supporting Documentation**

a) Application Procedure

1) The attorney or individual of record for the group of registered voters shall submit a letter to OSFM requesting the grant.

2) The letter shall be sent to: Office of the State Fire Marshal, Attention: Fire Protection District Grant, 1035 Stevenson Drive, Springfield, Illinois 62703-4259.

b) Content of Letter and Supporting Documentation

Each letter shall include the following information:

1) Information identifying the proposed fire protection district (e.g., legal description of the territory, any corporate documents, etc.).

2) Contact information of an individual representing the group of registered voters.

3) The grant sum requested, not to exceed $500.

4) Copies of invoices for services associated with the formation of the new fire protection district.

5) Party to whom the check should be addressed.