**Section 2650.120 Application Documentation**

Applications will include documentation of the following:

a) Application Cover Page – that contains name, address, and telephone number of applicant; name, address, e-mail address and telephone number of training coordinator, if different from the applicant; amount of program funds being requested; starting and ending dates of program; total number of new and upgraded employees to be trained; current number of employees working in administration and production; company Federal Employment Identification Number (FEIN); North American Industry Classification System (NAICS); Illinois Unemployment Insurance Account Code; Senate District number; Representative District number; indication whether the company is located in an Illinois State Enterprise Zone, Underserved Area, Energy Transition Zone, or Opportunity Zone; indication whether company is reopening a facility which had been previously closed; the name of labor unions representing employees at the facility, if applicable; and an indication of whether the company applied for or received training assistance under the program in prior fiscal years.

b) Materials minimally required by GATA including: the Uniform Grant Application, the Uniform Budget Template, the Conflict of Interest Disclosure form, and Mandatory Disclosure form.

c) Training Outline – that details, by job classification or training course, minimum skills desired for entry into training by job or training course additional skills to be acquired in training by job or training course, and how the outcomes of the training will be evaluated.

d) Program Outline Timetable – that details the training schedule of employee entry by job classification or training course per month into the program.

e) Training Outline Data/Trainees – that lists the job classification or training course and the number of trainees for each classification or training course. This form lists the number of new and upgraded trainees, the number of hours of training requested for each trainee or training course, and the average wage paid to the employees in that job classification or training course.

f) Training Outline Data/Trainers – that identifies whether instructors are internal or external. The total number of instructional hours and the instructor costs, including tuition and fees, are required.

g) Project Training Budget Summary – which details the total cost of training and the requested grant amounts of the Program.

h) A Brief Narrative − explaining each line item on the budget summary. The narrative shall state how each "total costs" figure was obtained and should provide information regarding how all training hours and other training costs will be tracked and documented.

i) Optional Transmittal − letter providing information on: recent trends and significant events in the company's workforce, sales, competition, production, markets, and facility locations; how applicant will coordinate and use other training programs for funding, as appropriate; describe training activities, including training content, training providers, timeline, training methods, assessment techniques and how the training is linked to any new capital investment; and how these activities will be linked to work unit and/or company performance.

j) Disclosure of Financial Information – a form that may be signed and dated by the Chief Executive Officer certifying that the commercial and financial information contained in the grant application is proprietary, privileged, confidential or is of a nature that its disclosure may cause competitive harm to the applicant, thereby rendering the application exempt from disclosure under Section 7 of the Freedom of Information Act [5 ILCS 140].

k) Other − other materials may also be required as determined by the Department.

(Source: Amended at 48 Ill. Reg. 17516, effective November 25, 2024)