**Section 65.140 Initial Application Procedure**

Each applicant that is proposing a program that has not received funding in the year previous to the current application, to include all applications from eligible entities that received funding under this Part previous to FY 2012, shall submit to the State Board of Education an application that includes the components specified in this Section.

a) Grants for initial programs shall be offered in years in which the level of available funding is such that one or more new programs can be supported, along with those currently funded programs that seek continuation funding in accordance with Section 65.155 of this Part.

b) When State funding is available for new grants under this Subpart, the State Superintendent of Education shall issue the applicable application materials (see Section 65.20(a) of this Part) in order to solicit applications from eligible entities.

c) The application materials shall describe the format that applicants will be required to follow and the information they will be required to submit, including a description of the proposed program, identification of the specific schools in which the induction program will be conducted, and the number of beginning teachers and mentors involved. (Also see Section 65.150 of this Part for information relative to the contents of the proposal.)

d) The application materials shall indicate the amount or expected amount of the appropriation for the program and shall describe the allowable expenditures and the basis for awarding grants. If matching funds or resources will be required of applicants, the application materials shall describe these requirements.

e) The application materials shall include a budget summary and payment schedule, as well as a narrative budget breakdown, i.e., a detailed explanation of each line item of expenditure.

f) The application materials shall identify the data 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.

1) The applicant shall propose a specific method for collecting and maintaining data specific to program implementation and the induction program's impact on beginning teachers' performance, based on the induction program standards and continuum (see Appendices A and B of this Part), for the purpose of program improvement and evaluation.

A) Program records shall at least include a roster of mentors and beginning teachers that includes the frequency (number of interactions) and duration (number of hours) of contact between each mentor and beginning teacher.

B) Program records shall at least include information about each beginning teacher's performance evaluation rating awarded pursuant to Section 24A-5 of the School Code [105 ILCS 5/24A-5] and 23 Ill. Adm. Code 50 (Evaluation of Certified Employees under Articles 24A and 34 of the School Code) and retention status of each beginning teacher during his or her participation and after completion of the program.

2) The applicant shall describe a process that is consistent with continuous program improvement for using any data collected under subsection (f)(1) of this Section.

g) The application materials shall include certifications and assurances and program-specific terms of the grant as the State Superintendent may require, to be signed by each applicant that is a party to the application and submitted with the proposal. (Also see Section 65.170 of this Part.)

h) The application materials shall specify the deadline for submission of proposals, which shall provide potential applicants with at least 30 days to respond.

i) Incomplete proposals shall not be considered.

(Source: Amended at 36 Ill. Reg. 16098, effective October 25, 2012)