**Section 254.1720 Applications for Approval and Funding**

a) Applications for approval and funding of vocational student organization activities shall be submitted to the State Board of Education in the form of a proposed funding agreement, incorporating a specific proposal which shall include the following:

1) a rationale for the proposed agreement setting forth the purposes to be served;

2) objectives of the proposed agreement;

3) procedures for implementation of the proposed agreement setting forth the activities for which funding is requested and provisions for staffing;

4) assurance that an outline of activities and records of the organization will be made available for evaluation and audit;

5) assurance that program activities will be in accordance with state and federal laws and regulations governing vocational education and this Part; and

6) an estimated budget setting forth –

A) the estimated reimbursement for which the organization is eligible,

B) the estimated expenditures as allowed by this Subpart, and

C) any proposed subcontract for expenditures.

b) The proposed funding agreement shall include the official name and address of the organization as well as the names of the student president and secretary and the adult executive officer. If different from that of the organization, the proposed agreement shall include the address of the person having custody of membership and financial records. Changes in names and addresses which occur during the period of the funding agreement shall be reported in writing to the State Board of Education.

c) Funding agreements proposed for the ensuing fiscal year shall be submitted prior to July 1, the beginning of the fiscal year. Requests for amendments to the agreement shall be submitted no later than 30 days prior to the end of the fiscal year for which the amendment is to be effective.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)