**Section 269.30 Application Procedure**

For purposes of this Subpart, the terms "proposal" and "application" have the same meaning.

a) When State funding is available for grants under this Part, the State Superintendent will issue a Request for Proposals (RFP) on the Illinois Catalog of State Financial Assistance (https://gata.illinois.gov/grants/csfa.html) to solicit applications from eligible entities.

b) The RFP will include the project-specific terms of the grant (see 44 Ill. Adm. Code 7000.370(a)(5)).

c) The RFP will require the State-required certifications and assurances described in 44 Ill. Adm. Code 7000.370(a)(4).

d) The RFP will include the Uniform Application for State Grant Assistance. The application page must be signed by the official authorized to submit proposals for the applicant.

e) The RFP will require a program narrative that briefly describes the overall objectives and activities of the proposed project, including student, school, and community needs, the intended outcomes, and key people who will be involved in the project.

f) The RFP will require a program plan that identifies program goals and objectives, activities that align to these goals, a timeline, budget, and anticipated audience. Applicants must provide general details regarding the anticipated process, measures, or data elements to be used in determining the degree to which program objectives have been met.

g) The RFP will require submission of a State Budget Summary and Payment Schedule. No other budget form will be accepted. District budgets must be signed by the district superintendent. Other applicants must have an authorized official sign the form. The payment schedule must be based on the projected date of expenditures. Salaries and fringe benefits must be requested in equal intervals on the schedule. Supplies, equipment, contracted services, and professional development must be requested in the month for which the expenditure is anticipated.

h) Subject to appropriation for the Program, applicants seeking continued funding under the Program beyond the initial grant period must submit an annual application under this Section.