**Section 560.30 Application Procedure; Plan**

a) When State funding is available for the Parental Participation Pilot Project, the State Superintendent of Education shall issue a Request for Proposals (RFP) in order to solicit applications from eligible entities. As used in this Part, a "proposal" or "application" means an academic improvement plan developed in accordance with Section 2-3.137 of the School Code, accompanied by the additional materials applicants will be required to submit in response to the RFP, as described in this Section. For purposes of this Part an "academic improvement plan" means the plan of work for the specific project for which State funding is sought.

b) The RFP shall describe the format that applicants will be required to follow and any additional information they may be required to submit.

c) The RFP shall indicate the amount or expected amount of the appropriation for the program and the expected amount of each grant under this Part, which shall be equal to one-fourth of the total appropriation.

d) The RFP 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 that discusses the need for State funds in the context of the applicant's other available resources.

e) The RFP shall identify the data recipients will be required to collect and report regarding the activities conducted under the pilot project and the results of those activities, as well as the timelines for reporting.

f) The RFP shall include such certification and assurance forms as the State Superintendent may, by law, require.

g) The RFP shall specify the deadline for submission of proposals, which shall provide potential applicants with at least 45 days to respond.

h) Separate proposals shall be required for renewal of funding during the remaining term of the pilot project (see Section 2-3.137(b) of the School Code). Each proposal for renewal shall include at least:

1) a description of activities undertaken during the year just concluded, demonstrating that the project has been implemented in conformance with the approved plan and proposal;

2) the information called for in Section 2-3.137(f) of the School Code;

3) an updated project narrative that discusses the services and materials for which funding is requested and a rationale for the activities to be undertaken; and

4) an updated budget summary and payment schedule for the renewal year, including a narrative budget breakdown.

i) Incomplete proposals will not be considered.