**Section 1010.25 Grant Application Procedures**

a) At any time that grant funds become available or that the Board has reason to believe that grant funds may become available, the Board shall notify in writing the chief executive officer of every public and nonpublic institution of higher education in the state of Illinois of the availability or projected availability of such funds. Such notice shall contain, at a minimum, the following information:

1) The deadline for the submission of applications, which deadline shall not be less than 45 days from the date of mailing of such notice; and

2) The date which such grants will be made and the deadline for the completion of grant projects, which deadline shall not be more than two years from the date of the grant.

b) Grant proposals shall contain, at a minimum:

1) Synopsis;

2) Statement of goals and specific objectives consistent with Section 4 of the Higher Education Cooperation Act;

3) Detailed description of the proposed project, including activities, completion schedule, operating procedures and justification for funding;

4) Evaluation procedures to determine the effectiveness of the project; and

5) Budget by line item, which line items shall include personal services, contractual services, commodities, equipment, telecommunications, travel and audit.

c) Once grants are awarded by the Board, the Board shall notify each applicant in writing concerning its application.

d) Application information may be obtained from and shall be submitted to:

HECA Grant Program

Illinois Board of Higher Education

500 Reisch Building

4 West Old Capital Square

Springfield, Illinois 62701

(Source: Added at 14 Ill. Reg. 7497, effective May 4, 1990)