**Section 3200.130 Application Procedure**

A public museum seeking a grant for operating purposes in the current year shall submit the required number of copies of a completed application, as specified by the Department, which includes:

a) An Application Form;

b) A narrative statement describing the public museums education program and how the financial assistance will enhance the public museum's education program;

c) A statement describing the qualifications of the educator in charge of the program (including the curriculum vitae);

d) A brochure describing educational offerings or school services (if available);

e) The annual report of the public museum for the year preceding its application;

f) A statement executed by the public museum's chief executive officer that certifies that the public museum is in compliance with the eligibility criteria of this program;

g) A statement executed by the public museum's chief financial officer that certifies that the amount of operating expenditures claimed in accordance with Section 3200.160 of this Part is accurate and complies with this Part;

h) The audited financial statements of the public museum prepared by a certified public accountant for the 2 years preceding the public museum's application and the written reconciliation statement as required by Section 3200.160(c)(3) of this Part. Grants to museums without audited financial statements will be limited to the minimum award;

i) An audit statement from an affiliated entity, or a letter of certification listing expenditures and signed by the chief executive officer of the affiliated entity if expenditures have been made by the affiliate on behalf of the public museum and claimed by the public museum as operating expenditures;

j) A statement by the chief executive officer of the public museum attesting:

1) that the public museum is in compliance with the eligibility criteria of this program:

2) that adequate records are kept to document the annual attendance number at the public museum's facility during the preceding calendar year; and

3) that, if grant funds are to be distributed to a fiscal agent on behalf of the public museum, there is an ongoing relationship between the public museum and the fiscal agent; that the fiscal agent may incur expenses for the public museum's project; and that grant funds will be used specifically for that project.

(Source: Amended at 28 Ill. Reg. 2201, effective January 26, 2004)