**Section 1100.40 Grant Application Requirements**

In order to be considered for an award of grant funds under this Part, applicants must, on or before the first Friday of February preceding the fiscal year for which funding is requested, submit a properly completed grant application form provided by the Administrator. The application shall include at a minimum:

a) The information required under the Illinois Grant Funds Recovery Act [30 ILCS 705];

 b) The agency's Illinois Charitable Trust registration number;

c) A description of the applicant and the services it provides;

d) A description of existing needs of the community to be served in relation to crime victims and witnesses;

e) A proposal describing the services to be provided with grant funding;

f) A request for a specific dollar amount, along with a detailed budget showing income and expenses on the forms prescribed by the Administrator;

g) A description of all funding sources, including in-kind contributions, and the amount provided by sources in the prior fiscal year;

h) A signed certification, with respect to each of the following items, that the applicant has either put in place and is implementing written policies or that the requirement does not apply:

1) A reasonable accommodation policy for persons with disabilities;

2) Drug free workplace policies as required by law;

3) Non-discrimination;

4) Client intake;

5) Client rights;

6) Volunteer training;

7) Personnel policies and procedures;

8) Conflict of interest rules; and

9) A fee schedule with details of charges for specific services (copy to be attached to the application);

i) A copy of the current job description for the positions for which funding is requested;

j) A copy of the most recent fiscal audit and management letter, as required by Section 1100.220;

k) Three distinctly-worded letters of support specific to the program for which funding is requested stating the interaction with program and dated no more than six months before the date of the application; and

l) A certification, signed by the authorized official of the agency, that the statements in the application are true and correct and submitted in proper format.