**Section 1400.130 Grant Application Requirements**

A grant application must be submitted in a format prescribed by the Authority and must include the following information:

a) Identifying information, including:

1) Organization name and type, Federal Employer Identification Number, complete address, telephone number, and e-mail address;

2) The name and telephone number of the organization's chief executive officer or executive director;

3) The name, telephone number and e-mail address of the organization's contact person for purposes of the grant;

4) A current certificate of good standing with the Secretary of State;

5) For non-governmental entities, the applicant's Illinois Charitable Trust registration number or a statement that the agency is exempt.

b) A Proposal Narrative that includes:

1) A description of the applicant's capacity to perform the proposed activities and, when applicable, a history of past performance of the proposed activities or similar activities;

2) A description of the community area and the population to be served or reached by the proposed activities;

3) A description of how the applicant will meet grant program requirements as specified in the RFP for the specific grant program for which the applicant is requesting funds;

4) A description of the staffing and management plan associated with conducting the proposed activities/services, when applicable; and

5) Resumes of staff to be funded with grant funds or, if the position has not been filled, a job description.

c) A Proposed Budget that includes:

1) Line item costs for personnel services, including a breakdown of fringe benefit costs, contractual services, supplies, travel and equipment costs for the proposed activities;

2) The total cost of the proposed activities and amount requested from the Authority, including, when applicable, specific costs associated with meeting program requirements specified in the RFP for the specific grant program for which the applicant is applying for funds;

3) Sources and amount of applicant and other funds to be utilized for the proposed activities;

4) Three vendor quotations for equipment costs in excess of $1,000; and

5) Budget justification that details the line item costs and specifies how the costs were calculated.

d) A Signed General Assurances Form that certifies and assures compliance with applicable federal and State laws and general grant requirements.