**Section 546.160 Proposal Content**

Subject to appropriations, the Department shall issue instructions and formats to eligible applicants for the submittal of grant proposals in advance of each funding cycle. The proposal shall contain sufficient information to clearly explain the nature and potential benefits of the proposed project. The proposal will generally include the following sections:

a) an executive summary;

b) a description of the applicant demonstrating that the applicant is located within an eligible community, as required by Section 546.120 of this Part and that the applicant is eligible to apply for a grant pursuant to the requirements of Section 546.130 of this Part;

c) a description of the applicant including:

1) a description of the organization and location of the applicant agency;

2) a description of the services typically provided;

3) a description of the technological infrastructure already in place;

4) a description of the populations typically served;

5) a description of actual related performance of the applicant, as compared to outcome objectives specified in past State or federal grants for related purposes; and

6) a description of the level of community support for the applicant;

d) a description of the technology-related needs of the targeted community, including:

1) a description of what the needs are;

2) a description of how needs were determined, including methods used to collect community input; and

3) a description of existing community resources addressing those needs;

e) a description of the activities proposed by the applicant to be undertaken during the period of performance of the grant to address the needs;

f) a schedule for the implementation of proposed activities;

g) measurable outcome objectives to be achieved during the period of performance for the grant;

h) a budget requesting grant funds for allowable costs and a justification for all costs requested;

i) a description of the education and related experience of key project personnel; and

j) a description of the applicant's participation in related programs.

(Source: Amended at 26 Ill. Reg. 3026, effective February 15, 2002)