**Section 550.50 Grant Application Process**

Application by Bureaus for Funds Under the Act

a) All bureaus shall complete an application and any additional Department required forms or assessments for funding. The bureau shall retain one copy and submit one original of the application to the Department's Springfield address. Failure to provide any information requested in the application will result in the application not being processed. A bureau's application for funding under the Local Tourism and Convention Bureau Program shall include, but not be limited to, the following information:

1) Standardized application form;

2) Name and signature of the bureau's chief executive officer, salary, and length of employment with the bureau;

3) A Marketing Plan detailing all activities to be initiated through the LTCB grant during the fiscal year;

4) Area to be served, such as municipalities, counties, etc.;

5) Project Budget Plan itemizing budget expenditure activities proposed for LTCB grant and eligible match monies;

6) Line-item breakout of source of local match funds;

7) A certified statement, from the authorized official of the municipalities or counties that support the bureau with local hotel/motel taxes, specifying the amount of local hotel/motel tax that will be provided to the bureau during the fiscal year for the bureau's use and expenditure on eligible program activities and for match for the State grant;

8) Name of the financial institution that will serve as the depository for LTCB grant and match funds;

9) Fund account number for LTCB grant and match funds; and

10) Names, titles, and sample signatures for those persons who will be required to authorize all account transactions, with a minimum of two signatures required.

b) Upon receipt of applications from bureaus, the Department shall review the applications and:

1) Grant the full amount requested; or

2) Take the following action:

A) Ask for additional information to clarify or document the information contained in the application; and/or

B) Reduce the amount of grant funds requested if there are insufficient match funds, or the projects presented in the Marketing Plan do not focus on important tourism promotional activities and have little substance, i.e., no media promotions planned, no promotional materials being developed, the projects are not reasonable and are not consistent and workable, and the bureau cannot effectively carry out the projects. In the event that funding of a grant request is reduced, the bureau may appeal to the Director of the Department within 10 days after notification. The request for review shall be submitted in writing to the Director and shall contain the reasons for appeal and any additional tourism related information the bureau chooses to submit in support of its appeal. The Department shall notify the bureau in writing of the Director's decision within 15 days after receipt of the appeal.

(Source: Amended at 45 Ill. Reg. 602, effective December 23, 2020)