**Section 555.60 Application Procedure**

a) Applications for funding under this Program must be received no less than 60 days prior to the beginning of the Department's Fiscal Year or as otherwise determined by the Department.

b) An Application will be considered delivered and submitted on the date it is postmarked or hand delivered to the Illinois Office of Tourism's Chicago office (see Section 555.50) .

c) Within 30 business days after the Department receives the Application, the International Tourism Program Manager shall notify the Applicant whether, after a brief initial review, the Application and attachments, if any, are complete. This notice is not in any way an acknowledgment by the Department as to the adequacy of the substance of the Application. If the Application and attachments are incomplete, the Applicant shall be notified of the deficiencies. The Applicant will then have 20 business days to cure any deficiencies. In the event the Applicant fails to cure all deficiencies within the 20 business days, the Application shall be considered null and void and returned to the Applicant.

d) Within 90 days from the date an Application is determined to be complete, the International Tourism Grant Program Manager shall notify the Applicant whether the Application has been approved or rejected. If the Application has been rejected, the program manager shall state the reasons for the determination.

(Source: Amended at 38 Ill. Reg. 3577, effective January 23, 2014)