**Section 620.60 Application Requirements**

a) The application for funding under Category I, Matching Grants to Existing Local Labor – Management Committees, must include the following information:

1) Eligibility Certification

A) a description of the structure of the organization (e.g., not-for-profit, incorporated, etc.), including any articles of incorporation, not-for-profit certification and/or current by-laws.

B) the specific geographic area served by the organization.

C) a list of the board members and their affiliation, including current letters of commitment from all committee participants and chairpersons.

D) the name(s), title(s) and job description(s) for all full-time and/or part-time committee staff.

E) a summary of the committee, including its formation (specifying dates), major activities and past funding.

F) a list of the name(s) and a summary of the nature of the committee's affiliation with other local, state or federal organizations.

2) Goals and Objectives – Using specific goals and objectives, a description of what the labor-management committee will accomplish within the next twelve months (for the duration of the grant). These goals and objectives should be expressed in measurable terms. In addition, a description of the criteria used by the committee to evaluate its success in meeting the specific goals and objectives.

3) Implementation Timetable – an outline of the applicant's proposed activities during the grant period; major milestones or activities and target dates for accomplishing goals and objectives.

4) Budget – a detailed budget and narrative for the applicant for the grant period, including a summary of the source(s) of the local match; (from the source(s) of the local match) documentation specifying the dollar amount of their commitment; if in-kind contributions are being included as part of the local match, documentation as to what constitutes the in-kind contribution and its estimated dollar value.

b) An application for funding under Category II, Matching Grants to Developing Local Labor-Management Committees, must include the following information:

1) Eligibility Certification

A) a description of the structure of the organization (e.g., not-for-profit, incorporated, etc.), if applicable, including any articles of incorporation, not-for-profit certification and/or current by-laws or any other documents relating to the structure of the organization.

B) the specific geographic area served by the organization.

C) a list of the board members or participants in the committee and their affiliation, including current letters of commitment from all committee participants and chairpersons.

D) the name, title and job description of any full-time and/or part-time committee staff.

E) a summary of the committee, including its formation (specifying dates), major activities and past funding.

2) Goals and Objectives – Using specific goals and objectives, a description of what the labor-management committee will accomplish within the next twelve months (for the duration of the grant). These goals and objectives should be expressed in measurable terms. In addition, a description of the criteria used by the committee to evaluate its success in meeting the specific goals and objectives.

3) Implementation Timetable – an outline of the applicant's proposed activities during the grant period; major milestones or activities and target dates for accomplishing goals and objectives.

4) Budget – a budget and budget narrative for the next twelve months must be submitted, including a summary of the source(s) of the local match. If in-kind contributions are being included as part of the match, documentation must be included as to what constitutes the in-kind contribution and its estimated dollar value.

c) An application for funding under Category III, Grants for Education and Training, must include the following information:

1) Eligibility Certification

A) a description of the primary nature of the applicant's business (e.g., university, community college, area labor-management committee, consultant, etc.).

B) a description of the applicant's primary audience(s) or client base (e.g., college students, retraining older workers, etc.).

C) the name(s) and a summary of the previous experience of the individual(s) who will be involved in the development and/or delivery of the education and training program(s), including references from previous clients where appropriate.

2) Scope of Work

A) a description of the education and/or training program(s) to be developed or delivered with grant funds, including objectives of the program.

B) an explanation of the target audience for the education or training program.

C) the anticipated benefits of the program to its intended audience.

D) a description of the type of evaluation criteria to be used to determine if the program was successful or achieved its objectives.

3) Implementation Timetable – an outline of the applicant's proposed activities for the program during the grant period; major milestones or activities and target dates for accomplishing the program's objectives.

4) Budget – a budget and budget narrative for the grant period must be submitted, including a summary of any funds to be used to supplement the state grant, the total project cost, as well as the amount and source of other funds to be devoted to the project.

d) An application for funding under Category IV, Grants for Research and Development, must include the following information:

1) Eligibility Certification

A) a description of the primary nature of the applicant's business (e.g., university, community college, area labor-management committee, etc.)

B) description of the intended beneficiaries of the research and development project to be undertaken (e.g., companies, unions, labor-management committees, industries, etc.).

C) the name(s) and a summary of the previous experience of the individual(s) who will be involved in the research and development project and references or copies of other research projects. (Priority consideration will be given to applicants who have experience in the area of labor-management relations and cooperative programs.)

2) Scope of Work

A) a description of the research and development project to be undertaken with the grant funds, including a list of the objectives of the project.

B) a description of the target audience for the research project information who will benefit from the information, and a summary of anticipated results of the project.

C) an explanation of the methodology to be used in the research and development project (e.g., data collection, surveys, personal interviews, etc.).

3) Implementation Timetable – an outline of the proposed activities of the project over the grant period; major milestones or activities and target dates for accomplishing the project's objectives.

4) Budget – a budget and budget narrative for the grant period must be submitted, including a summary of the source of any funds to be used to supplement the state grant, the total project cost, as well as the amount and source of other funds to be devoted to the project.

(Source: Amended at 13 Ill. Reg. 1758, effective January 27, 1989)