**Section 1538.30 General Information**

a) Grants are awarded for implementing Department approved Urban and Community Forestry Project Proposals. The application for a grant is evaluated based on the priorities defined in Section 1538.70.

b) Units of local government may apply jointly (or as a co-applicant with a chartered not-for-profit corporation as defined in the General Not-For-Profit Corporation Act of 1986) for approval of Urban and Community Forestry Project Proposals through the Urban and Community Forestry Grant Program. Contracts will be awarded to the unit of local government.

c) The total number of grants awarded each calendar year is dependent on the size of the grants and the total amount of funds available for the program in the given fiscal year (July 1-June 30).

d) A single grant to a unit of local government shall not exceed 5% of the amount allocated for the grant program by the Department in the current fiscal year. However, a cap at no more than 20% of the amount allocated for the grant program by the Department can be used for multi-community projects. Regardless of project size, one individual community can receive no more than 5% of the amount allocated for the grant program.

e) Grants will not be awarded for the purchasing of equipment.

f) Grant money is limited to Urban and Community Forestry Project Proposals for which the applicant will provide at least 50% of the cost. The unit of local government's share of the cost may be made by contribution of in-kind service. The unit of local government should set forth, in the application, in detail how such contribution will be made and document in-kind contribution. No federal funds may be used as the match for the project.

g) The Urban and Community Forestry Grant Program operates on a reimbursement basis only. Reimbursement is provided upon completion of the project approved in the Urban and Community Forestry Grant Contract and filing proper expenditure documents on forms provided by the Department within six months of the contract expiration date.

h) All project costs incurred before the unit of local government receives notice that they will receive a grant are not eligible for reimbursement.

i) Only one application for an Urban and Community Forestry Grant can be submitted from any one unit of local government per annual grant period.

j) Grants should not be used to substitute for existing urban forestry budgets, but used for new projects, new programs, State recognized forest health concerns and epidemics and major citizen safety concerns.

k) All records, receipts, expenditures, and program activities of a grant recipient are subject to audit by the Department.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)