**Section 3010.40 General Procedures for Grant Applications and Awards**

a) Grant applications for funding assistance under the program must be submitted to the Department. The application deadline will be publicly announced by the Department. Necessary application forms and instructions are available through the Department. Awarding of grants will be made under the authority and directive of the Director of the Department of Natural Resources. The number of grants awarded each calendar year is limited to the total amount of funds available for the program in the given fiscal year.

b) Only project costs incurred by the local project sponsors after Department of Natural Resources grant approval are eligible for funding assistance. Any costs incurred prior to Department approval are ineligible for snowmobile grant assistance.

c) Project grant applications shall consist of the following basic components:

1) Acquisition Project

A) completed application forms;

B) parcel tabulation which lists an identification number, acreage size, estimated purchase price, and any existing property improvements for each parcel to be acquired;

C) project narrative statement describing the project concept, location, need for and objectives of the project, anticipated benefits and method of financing or accomplishing the project;

D) commitment for Title Insurance;

E) project location map;

F) future site development plan;

G) environmental assessment statement;

H) minutes and written comments received from required Public Hearing (Section 3010.70(d));

I) project appraiser qualification statement; and

J) letters of project support from local snowmobile clubs.

2) Development Project

A) completed application forms;

B) itemized development cost estimates for each project component;

C) project narrative statement (same as above);

D) copy of deed, lease or easement for property to be developed;

E) project location map;

F) site development plan;

G) environmental assessment statement;

H) minutes and written comments received from required Public Hearing (Section 3010.70(d));

I) necessary state/local construction permits, if applicable;

J) name of project engineer/architect; and

K) letters of project support from local snowmobile clubs.

d) A project application packet may be obtained from the Division of Grant Administration, Illinois Department of Natural Resources. (See Section 3010.80.)

(Source: Amended at 18 Ill. Reg. 10066, effective June 21, 1994)