**Section 3025.40 General Procedures for Grant Applications and Awards**

a) Grant applications for assistance under this program must be submitted in accordance with a schedule publicly announced annually by the Department. Failure to submit a completed application to the Department by the specified application deadline date will result in project rejection for that particular year.

b) Necessary application material and instructions are available through the Department. Awarding of grants will be on a competitive basis (Section 3025.60) and will be made under authority of the Director of the Department of Natural Resources.

c) Project grant applications consist of the following basic components, at a minimum:

1) applicant's name, address and telephone number;

2) information on the supply of existing public park acreage and recreation facilities located within the project sponsor's (applicant) jurisdiction;

3) an itemized proposed project cost estimate;

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

5) project location map, site plat map and proposed development plan;

6) project environmental evaluation;

7) proof of land ownership or usage rights for proposed development (construction) projects or commitment of title insurance for project property planned for acquisition; and

8) a signed document by the applicant verifying the applicant has the resources to initially finance and subsequently manage the project area and will comply with program regulations and indemnify the Department from any liability relative to the project.

d) A program information packet may be obtained from the Division of Grant Administration, Illinois Department of Natural Resources, One Natural Resources Way, Springfield IL 62702-1271, telephone 217/782-7481.

(Source: Amended at 28 Ill. Reg. 10638, effective July 13, 2004)