**Section 1039.50 Application**

An independent college desiring to receive grant funds must submit a grant application to the Board.

a) Applications for grant funds shall be made on prescribed forms developed by the Board and shall include, without being limited to, the following provisions and information:

1) The name, address, chief officers and general description of the applicant;

2) Certification that the institution is an independent college as defined in Section 1039.20;

3) Certification that the grant funds will be used for capital projects as defined in Section 1039.20;

4) Certification of credit hours for the fall 2008 term and a report by an external auditor pursuant to Section 1039.40(f);

5) A description of the capital projects for which grant funding is requested;

6) Plans and other documents as may be required to show the type, structure and general character of the capital projects for which grant funding is requested; and

7) Cost estimates of the capital projects for which grant funding is requested.

b) Grant applications may be obtained from the Illinois Board of Higher Education, 431 East Adams Street, Second Floor, Springfield, Illinois 62701-1404 or the Board's website at www.ibhe.org.

c) Completed applications must be submitted to the Board at the address indicated in subsection (b) and must be received by the announced deadline for the submission of applications, which shall not be less than 45 days after the announcement and release of application materials.

d) Board staff shall review application documents of all independent colleges for compliance with the application and eligibility requirements. The Board may request additional documentation and/or a meeting between its staff and institutional representatives to resolve questions about application documents. In the event that material submitted by an applicant institution is incomplete or not of sufficient detail to provide an understanding of the proposed projects, the Board will request additional information.

e) After the review is complete, the Board shall provide written notification to an applicant indicating whether the application is in compliance.