**Section 887.210 Applications for Grants**

a) To be considered for a Green Illinois Communities Program grant, an applicant must file one original and six copies of a complete application with the Agency in accordance with the requirements of this Section.

b) Grant applicants must submit a grant application in a format prescribed by the Agency. Applications may be obtained from, and must be submitted to:

Green Illinois Communities Program

Illinois Environmental Protection Agency

Office of Pollution Prevention

1021 North Grand Avenue East

Springfield, Illinois 62794-9276

(217) 782-8700

c) A complete grant application shall include:

1) Information about the community:

A) Information identifying the community, including but not limited to its geographic boundaries, its total population and any distinguishing features or attributes;

B) A description of any environmental issues the community is currently addressing; and

C) The reasons why the community desires to undertake a community environmental visioning process, and the long-term environmental and civic infrastructure benefits the community expects to receive from the visioning process. (See Section 887.205(a)(3) of this Part for the meaning of "civic infrastructure".)

2) Information about the applicant:

A) A brief description of the applicant, including but not limited to its history, function and legal status. In order to receive a grant, applicants must have a taxpayer identification number;

B) Any sources of funding committed to the visioning process other than the requested grant;

AGENCY NOTE: Matching funds are not required, but a match of five to ten percent of the requested grant amount is encouraged to help support and strengthen the community's "ownership" of the visioning process.

C) If the community consists of more than one municipality, more than one county, a neighborhood, a watershed or another defined geographic area, letters of support from the units of local government that have jurisdiction over the area that will be addressed in the visioning process;

D) If the application is for a neighborhood, letters of support from the mayor's office and/or the planning department that has jurisdiction over the area that will be addressed in the visioning process; and

E) A letter no more than one page in length from each party involved in the visioning process, other than the applicant, that explains the party's anticipated role in the visioning process.

3) Information about the persons who will carry out the visioning process for the community:

A) The names of any partners and a description of their role in the visioning process;

B) The names of key personnel that will be involved in the visioning process, a description of their job titles and work assignments with respect to the visioning process, and a description of their work experience and qualifications; and

C) The name, address, telephone number, fax number and e-mail address of a person who will serve as the community's liaison with the Agency.

4) The grant amount requested and a budget, in a format prescribed by the Agency, outlining the expenses that will be incurred in completing the visioning process. All amounts must be rounded to the nearest dollar and all percentages must be carried to one decimal place. The budget must include, but is not limited to, the following:

A) All matching funds committed to the visioning process at the time the application is submitted;

B) Personnel costs for completion of the visioning process, including but not limited to line item estimates of each person's salary, social security benefits, employer paid retirement benefits, employer paid health benefits and travel costs;

C) Line item estimates of supplies, software tools and printing costs necessary for the visioning process; and

D) All other direct costs.

AGENCY NOTE: Grant funds must be expended or legally obligated within two years after the effective date of the grant agreement. Any grant funds not expended or legally obligated within two years must be returned to the Agency. See Section 887.240(b) of this Part.