**Section 296.40 Grant Application Procedure and Content**

a) Application Procedure.

1) Subject to the availability of appropriated funds, the Office will make application forms for fire station rehabilitation and construction grants under this program available on its website.

2) A completed original application form shall be signed by the duly authorized officers of the applicant.

3) Applications shall be returned, by the date specified on the form, to the Office of the State Fire Marshal, Attention: Fire Station Rehabilitation and Construction Grant Program, 1035 Stevenson Drive, Springfield, Illinois 62703-4259.

4) Applications received by the Office shall be logged in as received and assigned an application number.

b) Application Content. Each grant application shall include the following information:

1) Identifying information for the applicant, including the applicant's fire department and unit of local government.

2) A detailed description of the applicant's need for the proposed rehabilitation or construction work.

3) Name and contact information for the fire department or local government personnel to serve as contacts for the application.

4) Information on the applicant's two most recent budgets.

5) Any other information or documentation the Office may require to demonstrate or support the information submitted by the applicant or to otherwise determine the applicant's eligibility under this Part.

c) Review of Applications. Applications shall be assessed by blind review, meaning the Committee shall not see the name, address or any specific information that identifies the applicant. The Committee shall review and rank the applications based on assessment of need and information provided in the grant application.

d) Grant Award. After the Committee reviews and ranks the applications, the Office will, subject to appropriation, award a grant to the highest-ranking applicants.