**Section 2650.310 Application Procedures**

Applications will be accepted at any time. Receipt of an application does not commit the Department to award a grant or to pay any costs incurred in the preparation of an application. The applicant and any companies participating in the project shall not procure, contract for or incur costs for services or supplies prior to the signing of a written contract. The contents of an approved application shall become part of the contract awarded to the applicant. All data, material and documentation originated by an application and prepared for an application or contract shall belong exclusively to the State of Illinois and the Department. The Department shall supply interested businesses, business and industry associations, institutions of secondary or higher education, strategic business partnerships, labor organizations or other organizations with an application upon request. Applications for grant funds shall be submitted to the Department's Office of Employer Training Investment in Chicago or Springfield on forms provided by the Department along with any necessary attachments which may be required.

(Source: Amended at 29 Ill. Reg. 10047, effective June 28, 2005)