**Section 593.130 Application for Grants**

a) The Department shall prepare and distribute applications to eligible applicants (see Section 593.100).

b) Applications shall describe the applicant's proposed methods to achieve the goals specified in the Department's request for proposals (see Section 593.120).

c) Applications shall be in two formats – one for new projects and one for the subsequent years of a continuing project.

1) New project applications shall include:

A) The name of the applicant;

B) The applicant's address;

C) A list of the applicant's chief officers and key employees;

D) A general description of the applicant;

E) A description of the project for which grant funds are requested, including a summary statement of the applicant's plan of action to address the goals described in the Department's request for proposals;

F) Plans, equipment lists and other documents (as applicable) to demonstrate the type, structure and general character of the project;

G) A description of the geographic area or special population group to be served by the applicant's project, a statement of the special needs of the area or group (e.g., lack of health care providers, high incidence of disease, economic barriers to care) and an explanation of the manner in which the proposed project would meet those needs;

H) A statement of measurable and relevant objectives the applicant proposes to achieve in the first year of the project as well as its longer term goals, including appropriate measuring metrics;

I) A work plan and time table for achievement of the objectives;

J) An evaluation plan that will allow documentation of the project's progress in meeting the particular needs of the geographic area or special population group described in subsection (c)(1)(G) of this Section;

K) A description of the podiatric medical student or resident involvement in the project including numbers participating, level of training, amount of academic time involved, and whether involvement will be a required or an optional experience for the student or resident;

L) A description of the education benefits the project would offer students or residents that would not be available to them without the project;

M) A description of the project's relationship to other activities and goals of the school or the residency program;

N) A detailed budget with a narrative explanation of the request, including cost estimates of developing, constructing, operating or completing the project; and

O) For residency program applicants, a summary report for the most recent five-year period of the percentage of graduates who have established practices in designated shortage areas in Illinois and, if available, a count of those who have established practices in underserved areas of Illinois.

2) Continuing project applications shall include:

A) The name of the applicant;

B) The address of the applicant;

C) A list of the applicant's chief officers and key employees;

D) A general description of the applicant;

E) A progress report on the prior project year's activities, including accomplishments in meeting all stated objectives, impact on needs of area or population group served, amount of student and/or resident involvement, and educational benefits achieved;

F) A summary statement of all changes in plan of action;

G) A description of all changes in geographic area or special population group being served;

H) A statement of measurable objectives for the new project year, measured with previously identified metrics;

I) A work plan and time table to meet the objectives;

J) An evaluation plan for the new objectives;

K) A detailed budget with a narrative description, including cost estimates of developing, constructing, operating or completing the project; and

L) For residency program applicants, a report on the practice location of the most recent graduates.

d) The Department will review applications based on the criteria in subsection (c) of this Section. In making its determination to issue a grant, the Department shall determine which applications best allow the achievement of goals specified in the Department's request for proposals. The Department may also give consideration to factors including, but not limited to, underserved populations, past performance of an applicant and availability of funding.

(Source: Amended at 35 Ill. Reg. 4591, effective March 2, 2011)