**Section 217.50 Application Requirements**

a) All communications relating to the application procedures defined in this Subpart shall be sent to the Illinois Department of Agriculture, Division of Agricultural Industry Regulation, Bureau of Agricultural Products Inspection, State Fairgrounds, P. O. Box 19281, Springfield, Illinois 62794-9281.

b) An application shall be typed or computer generated using the approved format provided by the Department. The application will include identifying information about the applicant, project name and cost estimates, funding request, a description of matching funds and in-kind contributions, and related information.

c) An application shall contain one original and seven copies.

d) An applicant must complete and sign an application before it is submitted to the Department. The application must include information and documents that the applicant believes will support the grant request. Is shall also include any other information the Department may request on a case-by-case basis that will enable the application to be evaluated based on the criteria described in Section 217.120 of this Part.