**Section 3045.40 General Procedures for Grant Applications and Awards**

a) Requests for funding assistance through the OHV grant program must be made through written application to the Illinois Department of Natural Resources, hereafter referred to as the Department. Application instructions are available through the Department.

b) To be eligible for funding consideration, project applications must be submitted to the Department's Division of Grant Administration by an annual established application deadline date that will be publicly announced by the Department. Notice of grant awards generally should be announced within 180 days after the application submission deadline date. Awarding of grants is made solely under the authority and directive of the Director of the Department.

c) Grant applications shall consist of the following basic components:

1) applicant's name, address, telephone number and designated contact person;

2) copy of incorporation papers for private OHV club/organization applicants;

3) project narrative statement describing the project concept, location and estimated cost, need for and objectives of the project, type of OHVs authorized to use project site, anticipated benefits and approach for accomplishing the project;

4) national wetlands inventory map, site plat map, 1:24,000 scale topographical map (commonly called a 7½ minute quad) with the site boundaries drawn on the map, and proposed development plan;

5) project environmental evaluation, including the location of any cemeteries on site, or nature preserves on site or nearby;

6) proof of land ownership or usage rights for proposed development (construction) projects or commitment for title insurance for project property planned for acquisition;

7) a document signed by the applicant verifying the applicant has the resources to initially finance and subsequently manage the project area and will comply with program regulations and indemnify the Department from any liability relative to the project; and

8) proof of liability insurance or commitment for such insurance if a requested grant application element.

d) A program information packet may be obtained from the Department by contacting the Division of Grant Administration (see Section 3045.90, Program Information).

(Source: Amended at 26 Ill. Reg. 3470, effective February 25, 2002)