**Section 3080.50 General Procedures for Grant Applications and Awards**

a) Applications for assistance under this grant program will be due no later than 30 days after the public announcement by the Department that applications are to be accepted. Failure to submit a completed application to the Department by the specified application deadline will result in rejection of an application for that grant cycle.

b) Necessary application materials and instructions are available through the Department (see Section 3080.80). Awarding of grants will be on a competitive basis and will be made under authority of the Director of the Department of Natural Resources.

c) Grant applicants are required to use the Department's Grant Application Form and will consist of the following basic components, at a minimum:

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

2) the name, address and telephone number of an individual representative of the applicant who is personally responsible for the grant administration by the applicant, including compliance with the requirements of this Part and the terms of the grant agreement;

3) a detailed description of the proposed conservation or recreational program and the role of eligible veterans in the program, including the number of veteran and managing supervisor positions requested;

4) program location;

5) a statement of the need for the program in the local community;

6) a description of the local resources available to successfully operate the program, including but not limited to facilities, materials and management; and

7) information on employment levels in the local community.