**Section 254.2230 Format and Specifications**

a) All proposals submitted to the State Board of Education shall be typewritten, double-space, on one side of standard 8½" X 11" unruled white paper, with the body of the proposal not to exceed forty pages.

b) All proposals shall include each of the following sections and may include an appendix containing such supportive materials as the applicant may deem appropriate:

1) Funding Agreement Form. The completed funding agreement form for vocational and technical education provided by the State Board of Education. This page will constitute the cover page of the proposal; no other page should precede it.

2) Assurances. The statement of assurances shall be submitted on the form provided by the State Board of Education as outlined in Section 254.2235 of this Part and shall be signed by the responsible agency official. The body of the proposal must indicate agency efforts planned to comply with the assurances.

3) Proposal Abstract. The proposal abstract shall summarize the essential elements of the proposal.

4) Budget. The proposed budget shall conform to budgetary guidelines set forth in Section 254.2245 of this Part.

5) Narrative Description. The narrative description of the proposed activity shall include the following sections:

A) an introduction, presenting a rationale for the proposed project, including a brief summary of the project goals and anticipated benefits and describing the general design of the project;

B) the objectives of the proposed project, related to the project goals and stated in precise terms identifying the target population, the outcomes expected, and the conditions of time and place under which the outcomes are to be obtained;

C) a detailed description of the procedures to be utilized to accomplish each objective, including for each procedure, a cross-reference to the specific objective(s) it is designed to help accomplish, a description of the procedure, the dates when the procedure will be implemented and completed, the names of staff members responsible for the procedure, the materials and equipment or facilities necessary to conduct the procedure, and the target populations to be served;

D) a description of the specific techniques to be used in periodic assessment of progress toward meeting project goals and in evaluation of the degree to which objectives of the project have been achieved, indicating for each technique listed, the specific procedures and/or objectives it is designed to evaluate, the dates when the technique will be utilized, and the criteria or standards to be used to assess the accomplishment of evaluated procedures and/or objectives;

E) an outline of plans proposed for the dissemination of products resulting from the project, listing dissemination goals, outcomes, activities, target audiences, staff responsible, and follow-up efforts to collect information related to the effectiveness of each dissemination activity and the extent to which the outcome is used;

F) an impact statement describing the anticipated outcomes of the proposed project in terms of the target populations affected and the precise nature of the intended consequences (e.g., increased employment rates for graduates); and

G) a time-specific, month-by-month chart of events necessary to complete the project, showing the procedures, evaluation techniques, and dissemination activities in the specific month in which they will occur.

6) Qualifications of Project Personnel. The proposal shall identify project and consultative staff by name and title, indicating the pertinent qualifications and project involvement of each, or if staff have not been identified, the proposal shall indicate the qualifications necessary for persons to be selected for specified tasks.

7) Other Resources. The proposal shall identify any special facilities or other resources which are needed or which will facilitate completion of the project. When the cooperation of other companies, organizations, schools or agencies is essential to the conduct of the project, the proposal shall indicate the extent and nature of possible cooperative arrangements.

8) Deliverables. The proposal shall include a detailed description of the project reports and final products to be provided to the State Board of Education, as provided in Section 254.2255(a)(4) and (5).

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)