**Section 1002.40 Grant Application Requirements**

Grant application materials may be obtained from the Illinois Board of Higher Education, 431 East Adams Street, Second Floor, Springfield, Illinois 62701-1418. Applications should be submitted to the Graduation Incentive Grant Program, Illinois Board of Higher Education, at the same address. For State fiscal year 2000 grants, applications must be received at the Board by November 12, 1999. In subsequent years, applications must be received at the Board by the second Friday in October.

a) Grant applications shall contain, at a minimum:

1) A copy of the contract of the applicant university;

2) The number of eligible students;

3) A listing of the specific requirements of the graduation contracts offered by the university;

4) A listing of the support services provided by the university to the contracting students;

5) The cost of administering the program for the previous fiscal year;

6) The audit of the previous fiscal year grant as specified in Section 1002.50;

7) Completion rates of previous students enrolled in the program; and

8) The intended use of graduation incentive grant funds.

b) Reductions and Refunds

1) A reduction will be made in the amount of an institution's grant when the enrollment audit from the previous fiscal year identifies an overpayment made for the previous fiscal year grant.

2) A refund to the State will be required of any institution that does not continue to participate in the program when the enrollment audit from the previous fiscal year identifies an overpayment made for the previous fiscal year grant or when no enrollment audit is submitted.

3) Underpayments of a previous fiscal year's grant revealed by an enrollment audit shall not be made to an institution in subsequent year grants.