**Section 530.500 Application Requirements**

a) The application form may be obtained by downloading the application from the Department's website: https://idphgrants.com/user/login.aspx. Upon request, the Department will provide application instructions to potential applicants.

b) Completed applications shall be submitted to the Department electronically through the Department's electronic grant administrative and management system. Faxed and e-mailed applications will not be accepted.

c) Applications shall include, at a minimum, the following:

1) The names, address, chief officers and general description of the applicant, including the name, address, e-mail address and phone number of the primary contact and the secondary contact designated by the applicant to be responsible for administering the grant funds;

2) The Federal Employer Identification Number (FEIN) for the applicant; and

3) An agreement by the applicant that, if awarded a grant, the grant will be matched by the grant recipient.

(Source: Amended at 41 Ill. Reg. 3447, effective March 10, 2017)