**Section 1100.320 Special Project Grant Application Requirements**

a) Applicants must submit a grant application for a special project on a form prepared by the Administrator.

b) The special project grant application form shall include the following information:

1) The information required under the Illinois Grant Funds Recovery Act;

2) Details of the target population;

3) Descriptions of the services to be provided;

4) Descriptions of the materials to be produced or utilized;

5) Goals;

6) Proposed agendas;

7) Anticipated time frames;

8) Income documentation as required by Section 1100.200(a);

9) The agency's Charitable Trust number, or a statement that the agency is exempt;

10) If a not-for-profit agency, a copy of its most recent financial audit and management letter as required by Section 1100.220; and

11) The signature of the authorized official of the agency.

c) The Administrator will verify an applicant's Charitable Trust number or exempt status.