

**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC
OPPORTUNITY
BUREAU OF TOURISM**

TOURISM ATTRACTION DEVELOPMENT GRANT PROGRAM

I. Purpose

Section 8a of the Illinois Promotion Act (“Act”) (20 ILCS 665/1 et seq.) authorizes the Illinois Department of Commerce and Economic Opportunity, Bureau of Tourism to make grants and loans to counties, municipalities, not-for-profit organizations, local promotion groups, and for-profit businesses for the development or improvement of the tourism attractions in Illinois. For further explanation of the Tourism Attraction Development Grant Program purpose and provisions, see corresponding Illinois administrative rules found at 14 Ill. Adm. Code 510.

II. Intent

The intent of the Tourism Attraction Development Grant Program (TAP) is to provide matching grants to assist in the development or improvement of projects that increase the economic impact of tourism throughout the State.

III. Funding and Time Lines

TAP grants and loans shall not exceed \$1,000,000 and shall not exceed 50% of the entire amount of the actual expenditures for the development or improvement of a tourism attraction.

IV. Eligible Applicants

To qualify for the TAP, an Applicant must be:

- a. An Illinois-based not-for-profit corporation or organization;
- b. A municipal, township or county unit of government; or
- c. A for-profit business developing a new tourism attraction in Illinois.

V. Ineligible Applicants

State and federal governmental agencies are not eligible.

VI. Application Procedures

The Department shall supply interested entities with Application Guidelines upon request. Applications under this program will be accepted on an ongoing basis beginning May 1, with grants awarded July 1 through the end of each State fiscal year, or until all appropriated funds have been awarded. Applications must be received a minimum of 60 days prior to the Project initiation date in order to be considered for funding. Applications must be typed or computer generated using the current approved format provided by the Department, including **one original and 10 copies**.

An Application will be considered delivered on the date it is postmarked or hand delivered to: Tourism Attraction Development Grant Program, Illinois Department of Commerce and Economic Opportunity, Bureau of Tourism, 620 East Adams Street, Springfield, Illinois 62701.

VII. Review of Applications

Within 30 business days after the Department receives the Application, the Program Manager shall notify the Applicant whether, after a brief review, the Application and attachments, if any, are complete. This notice is not in any way an acknowledgement by the Department as to the adequacy of the substance of the Application.

If the Application and attachments are incomplete, the Applicant will be notified of the deficiencies and will have 20 business days to remedy any deficiencies. In the event the Applicant fails to remedy all deficiencies within the 20 business days, the Application shall be considered null and void and returned to the Applicant.

Within 90 days from the date an Application is determined to be complete, the Program Manager shall notify the Applicant that the Application has been approved or rejected. If the Application has been rejected, the Program Manager will state the reasons for that determination. A project must not be initiated prior to approval by the Department to remain eligible for Tourism Attraction Development Grant Program funding.

VIII. Disbursement of Grant Funds

Fifty percent of the grant award will be disbursed to the Grantee within 30 days of receipt by the Department of a signed Grant Agreement. The remaining 50 percent will be disbursed upon receiving the documentation verifying the initial grant payment and matching funds have been partially expended or documentation of cash needs to further the Project.

IX. Reports

The Grantee will be responsible for submitting quarterly reports beginning with the first quarter following the grant award. The quarterly report schedule is as follows: October 15 (for the period July 1 through September 30), January 15 (for the period October 1 through December 31), April 15 (for the period January 1 through March 31), and July 15 (for the period April 1 through June 30). Copies of original vendor invoices showing the actual matching and grant costs incurred, the check number and date of check corresponding to the invoices shall be submitted to the Department with each quarterly report. Quarterly reports must be submitted even if no expenditures were incurred during the quarter. Once the project is completed, notification to the Department should be identified on the final quarterly report. Failure to submit quarterly reports on a timely basis may result in a reduction in evaluation scoring for future funding requests.

X. Department Recognition

The Grantee must acknowledge the Illinois Department of Commerce and Economic Opportunity, Bureau of Tourism as a sponsor of the project. All construction related projects that are funded through this Program must include a sign displayed at the project site stating **“This project was partially funded by a Grant from the Illinois Department of Commerce and Economic Opportunity, Bureau of Tourism.”** Projects such as training materials and interpretation must use the current official Department identification, **“Illinois. Mile After Magnificent Mile.”** For the duration of the Grant, the Grantee shall prominently acknowledge the participation of the Department in all press releases, publications and promotional materials presented to the media or otherwise disseminated or published concerning the project. Failure to comply with this request may affect the applicant’s future funding. (Digital files for all logos are available for download in both Macintosh and PC compatible formats, along with complete guidelines for proper logo usage, at www.commerce.state.il.us/graphics).

XI. Eligible Projects and Activities include:

Projects and activities eligible for funding include, but are not limited to, the following:

- A. Capital Projects – land and building acquisition, construction, renovation of buildings for the purpose of creating or enhancing a Tourism Attraction;
- B. Equipment – purchase and installation of machinery and equipment designed to create or enhance the Tourism Attraction;
- C. Training – development and presentation of hospitality, quality service and/or other types of tourism training programs intended to provide a competitive workforce for the tourism industry of Illinois;
- D. Studies – feasibility, research, development, and marketing studies dedicated to improving and developing tourism specific attractions; and
- E. Interpretive Programs – creation, implementation and staffing of, and fabrication of exhibits for, interpretive programs located within historic/cultural sites.

XII. Ineligible Projects and Activities

Projects and activities ineligible for funding include, but are not limited to, the following:

- A. Debt refinancing
- B. Contingency funding
- C. Normal operating expenses
- D. Administrative expenses

XIII. Matching Funds

The Grantee shall provide matching funds to the total Project costs which are identified in the Application budget;

- In no case shall be less than **50%** of the total Project cost, if the Grantee is a county, municipality, not-for-profit organization or local promotion group
- In no case shall be less than **75%** of the total Project cost, if the Grantee is a for-profit business
- Are not funds from other Department-funded grant programs or funds used to match any other grants
- Are necessary and irrevocably obligated to the Project

❖ Allowable match includes:

- Term loan proceeds, bond sale proceeds, or other forms of financial institution participation
- Other public grant or loan program funds
- Retained earnings, proceeds of a public stock offering, or other cash equity, excluding pre-project officer notes payable, off-balance sheet debt financing and goodwill
- Local hotel/motel tax, membership dues, other cash contributions
- In-kind contributions necessary to complete the Project and for which the cash value is easily documented (i.e., donated labor, equipment, supplies and materials), and that are eligible grant and match line-item expenditures identified in the budget of the grant agreement. **(In-kind contributions may only be used as allowable match by municipalities, counties, not-for-profit organizations, or local promotion groups and cannot exceed 25% of the match requirement.)**

❖ Unallowable match includes:

- Costs incurred or funds expended prior to the start date of the grant
- Funds from other Department funded grant programs (although they may be used to further the Project)
- Existing equipment, buildings, furnishings, or inventory, already owned
- Lines of credit
- Contract for deed without a due and payable clause or that is an apparent substitution for simple rent
- Post Project costs such as normal operational expenses
- Debt refinancing
- In-kind contributions, if the grantee is a for-profit business

XIV. Application Evaluation and Selection Process

The Department's internal review committee shall conduct an evaluation of each Application. The criteria used in determining whether an Application will be considered for a grant award include, but are not limited to, the following:

- Will the Project be a viable tourism attraction located within 30 miles of an area with supporting visitor services?
- Does the attraction meet the definition of a tourism attraction as defined in Section XV. of this grant application?
- Are the costs itemized on the budget reasonable and necessary to enhance or develop the tourism attraction?
- Is the tourism attraction currently marketed or going to be marketed to visitors from outside 50 miles?
- Does the Project demonstrate how it will increase visitation, length of stay and/or tourism expenditures from outside 50 miles?
- Does the Project include adequate tracking and evaluation measures?
- Will the development or enhancement of the tourism attraction be completed and open to the public with regular scheduled hours at the end of the grant period?
- Will the increase in expenditures from additional visitors generate a Return on Investment (ROI) for the State within three years?
- Does the Project demonstrate the potential for sustainable economic growth and job creation, or a significant impact on the area's overall tourism efforts?
- The overall effectiveness of the Project?

Each of the above criteria will be rated from 1-10 points, with 100 points possible. Up to 10 points may be deducted from the overall score based upon Applicant's most recent grant performance in the areas of accountability, timeliness and effectiveness. An Application must receive a **minimum of 40 points** to be considered eligible for funding. The review committee will forward all eligible applications together with its recommendations to the Department Director for final determination.

XV. Illinois Promotion Act Programs Definitions

The following definitions are applicable to the Illinois Promotion Act Programs, including but not limited to, the Tourism Attraction Development Grant Program:

“Act” means the Illinois Promotion Act [20 ILCS 665].

“Agreement” means a written document executed between the Grantee and the Department defining the rights and obligations with respect to the Project.

“Applicant” means an organization, unit of local government or other eligible entity submitting a written request for program funds appropriated to the Tourism Attraction Development Program.

“Application” means a written request for program funds containing the required information and attachments.

“Bureau of Tourism” means the division of the Department that has the delegated authority to perform all administrative functions relating to the Act.

“Department” means the Department of Commerce and Economic Opportunity of the State of Illinois.

“Director” means the Director of the Department of Commerce and Economic Opportunity.

“Economic Impact” means the direct financial result of visitor spending at a tourism destination, attraction or event.

“Eligible Project” means that a project is eligible for funding as defined in the Program’s application guidelines.

“Fiscal Year” means July 1 through June 30, the fiscal year of the State of Illinois.

“Grant Amount” means an amount that the Department shall pay to a Grantee for its use on an eligible project.

“Grantee” means an Illinois county, municipality, not-for-profit organization, local promotion group or for-profit business that has been awarded a Tourism Attraction Development grant.

“Ineligible Project” means a project that is ineligible for funding as defined in the Program’s application guidelines.

“Local Promotion Group” means any non-profit corporation, organization, association, agency or committee thereof formed for the primary purpose of publicizing, promoting, advertising or otherwise encouraging the development of tourism in any municipality, county or region of Illinois. [20 ILCS 665/3(d)]

“Matching Funds” means the portion of the Total Project Cost that is provided by the Grantee, that is not funds from other Department funded grant programs or used to match any other grant, and is necessary and irrevocably obligated to the Project.

“Municipality” means “municipality” as defined in Section 1-1-2(1) of the Illinois Municipal Code [65 ILCS 5/1-1-2(1)].

“Private Sector” means any non-governmental entity.

“Program” means the Tourism Attraction Development Grant Program.

“Project” means the activity or program of activities described by the Applicant in the Application and approved by the Department.

“Total Project Cost” means all necessary and reasonable costs related to the completion of the Project as identified in the budget of the Application, and if approved, in the budget of the Grant Agreement.

“Tourism” means travel 50 miles or more one-way or an overnight trip outside of a person’s normal routine.

“Tourism Attraction” means fishing and hunting areas, State parks, historical/cultural sites, areas of historic or scenic interest, museums, recreation areas, botanical gardens, theme/amusement parks, interpretive programs and other facilities or businesses which attract or serve visitors that are open to the public for a minimum of 100 days per year (if the tourism attraction is entirely event-driven, then it shall be open for a minimum of 200 hours per year), and are marketed and promoted to visitors from more than 50 miles away.

“Tourism Event” means an event such as a major convention, trade show, sporting activity, or festival with potential to attract visitors from outside a 50-mile radius and produce significantly increased economic impact for the State of Illinois through overnight stays.

XVI. Application Instructions

Carefully read and review the Program Guidelines and following Application Instructions prior to completing the Application. This Application has been designed to present your Project information in such a manner as to allow the Department to effectively review and evaluate the Project to determine grant funding eligibility. Incomplete Application information or deviation from the required format will result in delays in the evaluation process. Applications **must not** be submitted in binders or notebooks, and will not be accepted if transmitted by facsimile (telex).

An Application cannot be evaluated until it is complete; therefore, all items listed below (when applicable to the Project) must be included:

- ❑ **“APPLICATION COVER PAGE”** – The Application Cover Page (similar to the one provided herein) must be attached to each copy of the Application and **must contain all information required in items #1 through #7.**
- ❑ **“SIGNATURE OF AUTHORIZED OFFICIAL”** – The Application Cover Page must contain the signature of the Applicant organization’s Authorized Official. Additionally, all contact concerning an Application will be with the Authorized Official, unless a Project Contact Name and telephone number are identified on the Application Cover Page.

- **“F.E.I.N.”** – The Applicant organization’s F.E.I.N. (Federal Employer Identification Number) must be provided on the Application Cover Page. The F.E.I.N. is not the same as a B.I.T. (Business Income Tax Number), and **Social Security Numbers are not acceptable.**

- **“GRANT APPLICATION”** – The Grant Application must be submitted as **one original and 10 copies**, and must be typed or computer generated. **Grant Application information requested in sections #1-#18 must each be addressed on separate sheets of paper and stapled to the Application Cover Page in numerical sequence.**

- **“REQUIRED ATTACHMENTS”** – Only **one copy** of attachments, unless otherwise specified in the application, (i.e., not-for-profit certificate, letter of support, unit of local government verification, vendor’s project specifications and price estimates or quotes, competitive bid specifications, documentation for Illinois Historic Preservation Agency review, letters of financial commitment, site map, documentation for Interagency Wetland Policy, etc.) is required and should be attached to the original Application (when applicable to the Project) to document the following:

- **“VERIFICATION OF APPLICANT’S ILLINOIS NOT-FOR-PROFIT STATUS”** – An Illinois not-for-profit entity must provide documentation that verifies:
 1. It is a not-for-profit entity; and
 2. It is in good standing on the date of application with either:
 - a. The Illinois Secretary of State; or
 - b. The Office of the Illinois Attorney General

- **“LETTER OF SUPPORT”** – Each Applicant must submit a letter of support from the certified Local Tourism Convention Bureau or the certified Regional Tourism Development Office that serves the project area. The certified offices may provide assistance in completing and enhancing this proposed Project and facilitating evaluation of the potential economic impact of the proposed Project to the State.

- **“UNIT OF LOCAL OR COUNTY GOVERNMENT VERIFICATION”** – A unit of local or county government must attach documentation to verify the local government entity (i.e., municipality or county) it represents. State governmental agencies and federal governmental agencies are not eligible to apply.

- **“VENDOR’S PROJECT SPECIFICATION & PRICE ESTIMATE/QUOTE”** – For projects which do not require two or more competitive bids, the Applicant must attach one copy of the official vendor project specifications (on your selected vendor’s letterhead) showing a breakdown of the project’s components and an itemization of the vendor’s pricing estimate and/or quote for each of the project components and the services provided by that vendor. This documentation must detail the project specifications (i.e., design costs, materials, labor, related

work/services provided by the vendor, etc.), and must support/document the proposed project costs as reflected in the application budget. (Please refer to the Attachment A for budget formatting.)

- **“COMPETITIVE BIDS”** – If total costs or services provided by **any one vendor** equal or exceed \$20,000 for services and \$5,000 for goods/materials, the Applicant must solicit a minimum of two competitive detailed bids using identical project specifications. One copy of the required detailed bids (on official vendor letterhead) must accompany the Application, and the Application budget must reflect the lower bid cost.

- **“ILLINOIS HISTORIC PRESERVATION DOCUMENTATION”** – Relevant permits, Project, or previous IHPA log numbers, if applicable, should be included with the application.
 - For Projects which do not involve structures, provide existing site condition, (such as vacant lot, agricultural field (plowed, planted, pasture, etc.); total acreage involved in the Project; and documentation of any prior nonagricultural disturbance at Project site (photos, soils report, etc.)

 - For Projects which involve structures, provide three copies of current photos (not photocopies) of any standing structures within the project area; three copies of interior photos, if project alters interior space and if structures are over 50 years old; possible date of original construction of structure; and any known historical information (i.e. structures historical significance in the community or its association with an individual of significance).

- **“LETTERS OF FINANCIAL COMMITMENT”** – Document *all* sources of matching funds provided for this Project in the form of commitment letters. (i.e. Loan commitment letters from financial institutions, individuals providing matching revenue must identify their available assets, for example, balance sheets, financial banking statements, stock dividends etc.).

- **“SITE MAP”** – Outline the general location of the Project and attach three maps indicating Project location (i.e., city map, county map), USGS 7.5 minute topographic maps (for archaeological projects), and location of any flood plain or wetland areas.

- **“DOCUMENTATION FOR INTERAGENCY WETLAND POLICY ACT OF 1989”** – In accordance with the Interagency Wetland Policy Act of 1989 (20 ILCS 830/1-6), an applicant whose proposed Project site is located in, or within 250 feet of a wetland site listed on the National Wetland Inventory will be required to submit two copies of the plat map for the site, clearly indicating the proposed site, including the name of the township and section. (This information can be secured from the county clerk’s office, as well as most banks, farm bureau offices, and real estate firms.)

Send completed applications to: Manager
Tourism Attraction Development Grant Program
Department of Commerce and Economic
Opportunity
Bureau of Tourism
620 East Adams Street
Springfield, Illinois 62701

Project Number: _____
(For office use only)

**TOURISM ATTRACTION DEVELOPMENT GRANT PROGRAM
APPLICATION COVER PAGE**

1. **Applicant Organization:** _____
Authorized Official: _____ **Title:** _____
Address: _____
City: _____ **9-Digit Zip Code:** _____ - _____ (Required)
County: _____
(Location of Attraction)
Daytime Telephone: ____ / _____ **Fax Number** ____ / _____
2. **Applicant's F.E.I.N.#:** _____
3. **Applicant Organization Status:** ___Not-For-Profit ___For-Profit
4. **Project Contact Person:** _____ **Telephone:** _____
Email Address: _____
5. **Project Title:** _____
6. **IL House Dist.#(s):** _____ **IL Senate Dist.#(s)** _____
U.S. Congressional Dist.#(s): _____
7. **Anticipated project initiation and completion dates:**
From: _____ **To:** _____
8. **Total Cost of Project:** \$ _____ **Grant Request:** \$ _____
(As Reflected on Itemized Budget)
9. **Anticipated employment positions created by project:** Full Time ___ Part Time ___

To the best of my knowledge and belief, information in this application is true and correct, and the governing body of the Applicant Organization has duly authorized this document.

Signature of Authorized Official	Title	Date
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IMPORTANT NOTICE

This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 20 ILCS 605/605-1 et.seq. Disclosure of this information is **REQUIRED**. Failure to provide any information will result in this form not being processed. This form has been approved by the State Forms Management Center. IL-420-0143 (rev.2/02)

TOURISM ATTRACTION DEVELOPMENT GRANT PROGRAM
Required Grant Application Information

NOTE: Each of the following numbered Application sections (1-18) must be addressed on separate sheets of paper and attached to the Application Cover Page.

- 1. PROJECT DESCRIPTION:** Describe the proposed Project clearly and concisely. State the goal, strategy, and the target audience. Provide a detailed description of the viability of the proposed tourist attraction being developed or renovated, and its location within 30 miles of an area with supporting visitor services.
- 2. ATTRACTION DEFINITION:** Describe how the attraction meets the definition of a “Tourism Attraction” as defined in Section XV. of the Application Guidelines.
- 3. BUDGET CATEGORY BREAKDOWN:** Describe the use of funds being requested on the budget sheet, explaining how the money will be spent. The budget must be submitted in a Budget Grid Format. Each project category must provide an itemized budget that lists the requested eligible budget items pertaining to your Project, and documented with supporting vendor attachments (bids should be placed behind the original copy of the Application and numbered per budget line item **See “Required Attachments,” Pages 8-10**). If the proposed Project includes multiple vendors, please provide the budget information for each project vendor. The purpose of the budget is to clearly identify costs to be expended with Tourism Attraction Development Grant Program Funds as well as the Matching Funds. The Grantee will be able to incur costs against the Grant Award for up to a two-year period starting with the beginning date of the grant award and ending with the grant completion date. Any costs incurred prior to the date of the grant award are not eligible.

Applicants must provide the Name of each Contractor, Supplier, Vendor, etc., the Description of each Service to be provided, an Itemized Cost from the lowest bid, if applicable, and the Source of Funding (Grant and Matching Funds). (**See Sample Budget Format, Attachment A**).

- 4. MARKETING ATTRACTION:** Describe the current marketing efforts for the attraction as well as the anticipated efforts to market the attraction outside a 50-mile area.
- 5. INCREASE VISITATION:** Describe how this Project will increase visitation, length of stay and/or tourism expenditures from visitors outside a 50-mile area.
- 6. TRACKING MEASURES:** Describe the methods used to track the success of this Project.

- 7. HOURS OF OPERATION:** Detail the attraction's current or proposed schedule of operation (days and hours) that it will be open to the public. Describe the source of funding for personnel to staff and operate the attraction.
- 8. RETURN ON INVESTMENT:** Describe how this Project will increase expenditures from additional visitors generating a Return on Investment (ROI) for the State within three years. (Applicants are encouraged to contact their Local Tourism Convention Bureau or Regional Tourism Development Office for assistance.)
- 9. SUSTAINABLE ECONOMIC GROWTH POTENTIAL:** Demonstrate the potential for sustainable economic growth and job creation, or the significant impact on the area's overall tourism efforts that will occur as a result of this development. Provide the number of jobs this Project is expected to create. How will the State benefit from investing in this Project? Preference will be given to Projects that demonstrate the greatest potential for significantly increasing overnight stays and travel into and throughout the State of Illinois.
- 10. HISTORY OF THE APPLICANT'S TOURISM EFFORTS:** Provide a description of the Applicant's tourism efforts, including any previous tourism grants received from this Department, any other public financial assistance received or private efforts utilized to generate increased tourism travel to your area.
- 11. PROJECT IMPLEMENTATION SCHEDULE:** Provide a list of the time lines for major Project milestones and/or activities including the start and end date of each major activity (month and year).
- 12. LETTER OF SUPPORT:** Each Applicant must submit a letter of support from the certified Local Tourism Convention Bureau or the certified Regional Tourism Development Office, which serves the project area. These certified offices may provide assistance in completing and enhancing this proposed Project and facilitate the evaluation of potential economic impact of the proposed Project to the State.
- 13. LAND AND BUILDING INFORMATION (if applicable):** For land and/or building acquisition, an appraisal performed by a Member of the Appraisal Institute (MAI) and a copy of the purchase option or agreement must be provided. For building construction or renovation, copies of contractor's bids must be submitted on bidder's letterhead (if applicable).
- 14. DESCRIPTION OF MACHINERY AND/OR EQUIPMENT (if applicable):** Identify major equipment to be acquired with grant and/or match funds, and provide copies of bids on bidder's letterhead or selected vendor's quotes/estimates if bids are not required.

New Machinery and/or Equipment: Attach a copy of vendor's cost estimates, or provide copies of bids on bidder's letterhead, if applicable.

Used Machinery and/or Equipment: Attach an appraisal demonstrating that the fair market value is consistent with the purchase price.

Installation or Moving of Machinery and/or Equipment: Attach written cost estimates on vendor's letterhead, or provide copies of bids on bidder's letterhead, if applicable.

15. INITIAL DOCUMENTATION REQUIRED FOR ILLINOIS HISTORIC

PRESERVATION AGENCY REVIEW: A copy of each Tourism Attraction Development Grant Program Application must be submitted to the Illinois Historic Preservation Agency *by this office*, for their comments concerning possible Project effects on cultural resources (both structural and archaeological) for purposes of the national Historic Preservation Act or the Illinois state Agency Historic Resources Protection Act.

Any relevant permit, Project or previous IHPA log numbers, if applicable, should be included with the application.

If no structures are on the Project area, please indicate so and provide the following additional information:

Existing site condition, i.e. vacant lot, agricultural field (plowed, planted, pasture, etc.)

Total acreage involved in Project

Documentation of any prior nonagricultural disturbance at Project site (photos, soils report, etc.)

If structures will be impacted by the Project, please include the following additional information:

Two copies of current photos (not photocopies) of any standing structures within the project area

Two copies of interior photos, if project alters interior space and if structures are over 50 years old

Possible date of original construction of structure

Any known historical information, (i.e. if structure is significant in the community or if it is associated with an individual of significance)

16. LETTERS OF FINANCIAL COMMITMENT: List the source(s) and amount(s) of local matching funds in the form of specific commitment letters. Loan commitment letters from financial institutions must have language indicating the loan amount, the specified term and interest, collateral, conditions pertaining to the loan, and the fact that the loan is approved. If the matching source is an individual, they must identify their available assets, for example, balance sheets, financial banking statements, stock dividends or it will not be considered as matching commitment funds.

17. SITE MAP: Outline the general location of the Project and attach three maps indicating Project location (i.e., city maps, county maps), USGS 7.5 minute topographic maps (for archaeological projects), and location of any flood plain areas or wetlands.

18. DOCUMENTATION REQUIRED FOR INTERAGENCY WETLAND

POLICY ACT OF 1989: In accordance with the Interagency Wetland Policy Act of 1989 (20 ILCS 830/1-6), an applicant whose proposed project site is located in, or within 250 feet of a wetland site listed on the National Wetlands Inventory will be required to comply with the requirements of the Act.

In order for the Department to determine whether the proposed project may have an adverse impact on a wetland, please submit a copy of the plat map for the site, clearly indicating the proposed site, including the name of the township and section. (This information can be secured from the county clerk's office, as well as most banks, farm bureau offices, and real estate firms). The Department will use this site information to identify any potential impact on a wetland.

The applicant must certify that the proposed project is compatible with established state policy regarding wetlands (i.e. to minimize the destruction of existing wetlands in Illinois as a result of state and state supported activity) pursuant to the Interagency Wetland Policy Act of 1989.

ATTACHMENT A

SAMPLE BUDGET FORMAT

VENDOR	DESCRIPTION OF SERVICES	GRANT	MATCH	TOTAL
Acme Research, Inc.	Research fee for exhibit	\$0	\$40,000.00	\$40,000.00
Design For You, Inc.	Design fee for kiosk	\$20,000.00	\$40,000.00	\$60,000.00
A Construction, Inc.	Material & Labor for kiosk	\$20,000.00	\$0	\$20,000.00
Plants, Inc.	Various plantings for kiosk	\$20,000.00	\$0	\$20,000.00
		\$60,000.00	\$80,000.00	\$140,000.00