NEBRASKA ADMINISTRATIVE CODE

Title 137 - NEBRASKA ENVIRONMENTAL TRUST BOARD

Chapter 4 - APPLICATION PROCESS

001 Form of Application and Accompanying Materials. An applicant for financial assistance from the Trust shall comply with prevailing application method(s) approved by the board no later than three months prior to the submission deadline ~~file one original and 6 copies of the application and all supporting materials at the office of the Trust~~. The ~~contents of the~~ application shall ~~include a~~ be completed in every aspect at the time of submittal ~~application form supplied by the Board~~ and ~~such~~ may include additional information to demonstrate the project's eligibility for funding according to criteria defined in Chapter 5 and to demonstrate the project's consistency with the annual rating factors as defined in Chapter 7.

~~001.01 Applicants are encouraged to submit all application materials in 8.5" by 11" format and to submit applications on recycled paper using two-sided copies. Applicants which include materials which cannot be produced in this format, or which require special processing, may be required to submit up to 17 copies of such documents.~~

001.0~~2~~ 1 The Executive Director shall review each application submitted and shall determine whether the application is complete for initial review. The Grants Committee of the Board shall review each such application and shall make a preliminary recommendation of approval or rejection of the proposal for eligibility.

001.0~~3~~ 2 For any application, the Grants Committee will determine whether further information will be needed to evaluate the eligibility of the proposal. If additional information is needed, the Executive Director will so notify the applicant, and provide a reasonable time period for submission of the additional material.

002 Timef ~~F~~rame for Filing and Review. All applications shall be filed by the dates set by the Board as part of the adopted calendar for the application and review processes. All necessary reviews of each application shall also be completed in accordance with that calendar.