



DATE APPLICATION RECEIVED

DATE APPLICATION APPROVED

5240 South Sixth Street Frontage Road East · Springfield, IL 62703 · 800-727-6207

ILLINOIS PERC GRANT APPLICATION

This Illinois PERC Grant Application for project funding ("Application") is made and entered into by and between the Illinois Propane Education and Research Council ("IPERC") and Illinois Propane Gas Association, ("Applicant"). Subject to the terms and conditions of this Application and upon execution of a signed Agreement For Project Funding ("Agreement") between IPERC and Applicant: (i) IPERC agrees to provide a grant in the amount specified in the Agreement to Applicant; and (ii) Applicant hereby agrees to use the grant funds provided under the Agreement for the purposes and according to the terms set forth in this Application and the Agreement.

1. Name of Applicant: <u>Illinois Propane Gas Association</u>	
2. Title of Project: <u>2021 Safety Meetings/Continuing Education</u>	
3. Short Summary of Project:	<u>The 2021 Safety Meetings/Continuing Education is a continuation of the 2020 program. The project will sponsor a total of three meetings per year at 13 different locations throughout the state and webinars. The meetings will focus on training updates as well as current industry compliance and regulatory issues.</u>
4. Type of Organization (i.e. corporation, partnership, estate, trust, government, individual, other): <u>Corporation</u>	
5. Funding Sought from IPERC: \$ <u>84,000.00</u>	6. Total Estimated Cost of Project: \$ <u>84,000.00</u>
7. Project Category:	<input type="checkbox"/> Consumer Awareness <input checked="" type="checkbox"/> Employee Safety and Training <input type="checkbox"/> Research/Product Development
8. Will Project benefit both members and non-members of the "state entity" making this application? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

APPLICANT INFORMATION

1. Name of Contact: <u>Kathy J Richardson</u>		2. Title: <u>Administration Manager</u>	
3. Mailing Address: <u>5240 South Sixth Street Frontage Road East</u>			
4. Street Address: <u>5240 South Sixth Street Frontage Road East</u>			
5. City: <u>Springfield</u>	6. State: <u>IL</u>	7. Zip: <u>62703-5128</u>	8. Street Zip: <u>62703-5128</u>
9. Phone Number: <u>+1 (217) 525-8000</u>		10. Fax Number: <u></u>	
11. Contacts Email: <u>krichardson@ilpga.org</u>		12. Company Website: <u>www.ilpga.org</u>	

13. Identify the names and titles of the Applicant's Principal Officers, Directors and/or Owners:	
<div style="border: 1px solid black; padding: 2px;"> Todd Meyer, President Johnny Baucom, Vice President Mark Gresham, Treasurer Jerry Barnett, Secretary </div>	
14. If the Applicant is a subsidiary, identify the Parent. If not a subsidiary, enter "N/A":	
<div style="border: 1px solid black; padding: 2px;">N/A</div>	
15. Federal Employer Identification #	16. Has Applicant been determined "exempt from taxation" under section 501(c) of the Internal Revenue Code? If yes, <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A please attach copy of IRS Determination Letter.
<div style="border: 1px solid black; padding: 2px;">37-0775965</div>	
17. If the Applicant has not yet been determined to be "exempt from taxation" under section 501(c) of the Internal Revenue Code, has the Applicant made application for such status? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

DETAILED PROJECT INFORMATION

Before a grant application may be scheduled for consideration it must be complete. To be complete, each funding application must contain the following attachments:

- ☒ ATTACHMENT ONE: Statement of the Project that includes:
 - Background information about the Project
 - Intent of the Project
 - Direct benefit of the project on the Illinois Propane Industry and/or Illinois Agriculture
 - Propane industry advancements to be attempted or achieved
 - Documentation of evidence demonstrating a need for the Project
 - Description of prior projects upon which the Project is based or which had the similar goals and objectives
 - Identification of essential personnel expected to participate in the Project and status of such personnel (personnel qualifications and/or resume may be requested)
 - Location where Project is to be performed

- ☒ ATTACHMENT TWO: Timeline for the Project that includes:
 - Commencement date
 - Completion date
 - Key project stages and activities (with corresponding dates)
 - Final Report due date (due not more than 60 days from completion date.)

- ☒ ATTACHMENT THREE: Budget and Statement of Cost that includes:
 - Direct Costs, salaries, overhead, printing costs, production costs, subcontractor costs, equipment and material costs, fees and other expenses (provide spreadsheet, if possible)
 - Amount contributed to total cost by Applicant
 - Statement of other funding sources, expected amount of funding from each, status of each application for funds, and any conditions placed upon the use of funds
 - Requested pay out schedule from IPERC to Applicant

- ☒ ATTACHMENT FOUR: Cost-Benefit Analysis that includes:
 - An examination of the value of all favorable benefits to safety, consumer awareness and / or propane consumption relative to the amount of funding being requested

INCOMPLETE APPLICATIONS

An Application will be considered incomplete and returned to the Applicant if it is illegible to reviewers, if it fails to follow instruction included in this Application, or if the material presented in this Application is insufficient to permit an adequate review.

APPLICATION REVIEW AND SUBMISSION

All Project applications received by IPERC are discussed and reviewed by a Member Grants Panel ("Panel"), consisting of current sitting members of IPERC. Applications are reviewed by the Panel for topic category, inclusion of proper information and conformity to IPERC goals and objectives. Interviews, if necessary, will be conducted before a formal recommendation is presented to all members of IPERC. Additional interview may be requested by the full membership of IPERC before a decision is made. Applicants will be notified of IPERC's decision on the Application in a timely manner.

Applications can be obtained and completed at any time during the year. Completed applications must be submitted to the Member Grants Panel 30 days in advance of the IPERC quarterly meeting, for the application to be presented to the full membership of IPERC.

CONFIDENTIALITY OF APPLICATION INFORMATION

IPERC's intent is to use data included in grant applications for evaluation purposes only. The use and disclosure of such data may be restricted, provided that the applicant marks the cover sheet of the application and each page containing restricted data with the term "Confidential Proprietary Information."

VERIFICATION

I verify that I am authorized to make this application, and that the statements made herein, including all attachments and exhibits, are true and correct to the best of my knowledge.

Date of Signing

Signature of Contact Individual

Kathy J Richardson

Print Name of Contact Individual

Statement of the Project

The project is a continuation of the 2020 Continuing Education/ Safety Meetings. IPGA strives to provide the highest quality educational and safety training for all Illinois propane marketers. This training includes meetings held at 13 locations, 2 times per year for a total of 26 meetings plus webinars. The format of these meetings is to include a dinner followed by an educational training seminar. In response to demand, the IPGA intends to provide greater depth in the educational value of these meetings including hands-on training whenever possible.

Due to Covid - 19 and CDC Guidelines and restrictions, travel will resume when it is safe to do so.

This program will be administered by the IPGA.

Timeline for the Project

Commencement Date:	January 1, 2021
Completion Date:	December 31, 2021
Key Project Stages/Activities:	Project status reports will be provided to the IL PERC at each of their quarterly meetings.
Final Report Due Date:	July 31, 2022

There will be a total of 26 meetings held at 13 locations throughout the state plus 4 webinars.

The dates and locations of these meetings will be announced when the project has been approved.

IPERC BUDGET PAGE

	PROPOSED GRANT REQUEST	ACTUAL PROJECT EXPENSE	Budget vs. Actual Variance
ESTIMATED DIRECT PROJECT EXPENSE			
Direct Expense	\$38,000.00		
Insurance	\$3,000.00		
Trainer & Staff Assistance	\$36,000.00		
Total - Estimated Direct Project Expense	\$77,000.00		
Facility Cost	\$7,000.00		
TOTAL GRANT REQUEST	\$84,000.00	\$0.00	\$84,000.00

Cost-Benefit Analysis

The IPGA continues to receive requests from marketers to sponsor the Safety Meeting/Continuing Education seminars. By offering these meetings free-of-charge to all Illinois marketers, the IPGA has the opportunity to provide consistent, high-quality training and education to the entire Illinois propane industry. The design of this project allows marketers the prospect of having a greater number of their employees attend the meetings, resulting in a better-trained and knowledgeable workforce.