

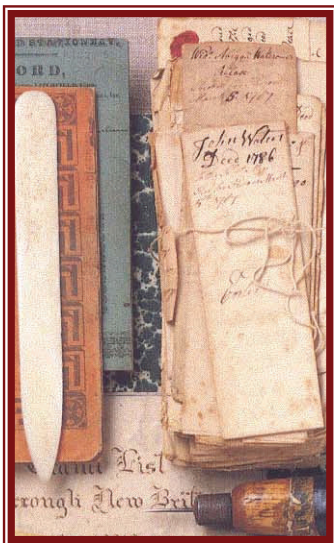
Office of the Public Records Administrator
Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106-1537



Grant Application Workshop

- **Required** for Competitive Grant Applicants
- **Recommended** for Targeted Grant Applicants
- Please Register by January 8

Historic Documents Preservation Program Grant Application Workshop



Choose One:

Thursday, January 10: 9 am to 12 pm
OR Tuesday, January 15: 1 pm to 4 pm

Van Block Facility, Connecticut State Library
75 Van Block Avenue, Hartford, CT 06106

Presented by the Office of the
Public Records Administrator and State Archives,
Connecticut State Library

Grant Application Workshop

Choose One:

Thursday, January 10, 2008: 9 am to 12 pm

OR Tuesday, January 15, 2008: 1 pm to 4 pm

Snow Date: Friday, January 18, 2008: 9 am to 12 pm

Van Block Facility, Connecticut State Library, 75 Van Block Avenue, Hartford, CT 06106

Requirements

- **Competitive Grant Applicants:** Attendance is required. If the applicant attended the prior year's training in January 2007, it is not required to attend again, but is strongly recommended. To be eligible to apply for a competitive grant, towns must also have completed a records management, preservation or disaster recovery planning survey.
- **Targeted Grant Applicants:** Attendance is recommended.

Agenda

- Application procedures for targeted and competitive grants
- Administrative requirements for targeted and competitive grants
- Selecting and designing a competitive grant project
- Completing the competitive grant application forms
- The evaluation and review process for competitive grants

Please bring your copy of the *Targeted Grants: Application and Guidelines* booklet for FY 2009, recently mailed to all Town Clerks. The *Competitive Grants: Application and Guidelines* booklet will be available at the workshop, or you may request a copy to be mailed to you in advance. Both booklets can also be accessed and printed online at www.cslib.org/publicrecords/histdoc/grantforms.htm.

Directions

- **From 91 North or South:** Take Exit 29A ("Capitol Area"), merging onto Whitehead Highway. Stay right and take the **first exit ("Columbus Boulevard")**. Turn **left onto Columbus Boulevard**. At the **second light, turn left onto Charter Oak Avenue**. Take the **first right onto Huyshope Avenue**. Then take the **second right onto Sequassen Street**. Turn **left onto Van Block Avenue** and **immediately right into the parking lot**.
- **From 84 East:** Take Exit 52, merging onto 91 South, then follow the directions above.
- **From 84 West:** Take Exit 54, merging onto CT-2 W. After crossing Founder's Bridge, turn **left onto Columbus Boulevard**. After a half mile, turn **left onto Charter Oak Avenue**, then follow directions above from that point.
- Please enter the building directly from the parking lot, at the side ramp entrance.

Register by January 8

Please register by **ONE** of the following methods and include all information requested below. Your registration will be confirmed.

Email: kmakover@cslib.org **Phone:** (860) 566-1100 ext. 303 **Fax:** (860) 566-1118

Mail (by Jan 2): Public Records Administrator, Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106

Choose one: Thursday, January 10: 9 am to 12 pm Tuesday, January 15: 1 pm to 4 pm

Are you considering a competitive grant application for this year? Yes No

Name: _____ Municipality: _____

Title: _____ Phone: (____) _____ Email: _____

Space is limited. Please register early. Snow date for either session will be Friday, January 18: 9 am to 12 pm.