

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

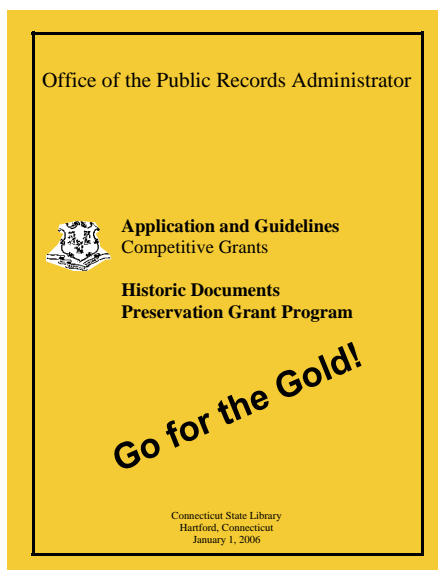


- **Mandatory competitive grant training for eligible candidates**
- **Two sessions available**
- **Towns not yet eligible to apply may attend if space is available**

Competitive Grant Training Workshop Sessions

**Thursday, January 12, 2006 or
Thursday, January 19, 2006**
(Snow date January 20, 2006)

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



**PRESENTED BY
THE CONNECTICUT STATE LIBRARY,
OFFICE OF THE PUBLIC RECORDS
ADMINISTRATOR AND STATE ARCHIVES**

Competitive Grant Training Workshops

Thursday, January 12, 2006, 9:00 a.m. to 12:00 p.m. or

Thursday, January 19, 2006, 1:00 p.m. to 4:00 p.m.

Snow Date: Friday, January 20, 2006, 9:00 a.m. to 12:00 p.m.

75 Van Block Avenue, Connecticut State Library

Workshop Agenda

Competitive grant training is required for any eligible town interested in applying for a competitive grant. If you have completed a preservation survey, records management survey or a disaster preparedness survey, you are eligible to apply for a competitive grant this year. **Please bring a copy of the final report for your planning survey(s) to the workshop.**

This workshop will discuss the following:

- Choosing and designing a large project
- Setting goals and objectives
- Developing a timetable
- Developing a budget
- Pointers for communicating your project effectively in the application
- Supervising a project once it is underway
- The review process and criteria that will be used
- Administrative requirements such as eligibility requirements, funding amounts, grant period and deadlines
- Completing the application forms, with emphasis on the application summary, budget summary, narrative description and budget

Breakout groups will enable grant staff to discuss potential projects with applicants and assist with filling out sections of the application.

Directions to 75 Van Block Avenue, Hartford

From 91N or 91S Take the Capitol Area exit onto the Conlin-Whitehead Highway. (Stay in the far right lane). Take the first exit for Columbus Boulevard.

****At the light, take a left onto Columbus Blvd. Take a left at the second light after the bridge onto Charter Oak Ave. Take the first right onto Huyshope Ave. (at the fork). Take the second right onto Sequasson St. At the end of Sequasson St., the Van Block facility is immediately in front of you. Turn left onto Van Block Ave. If the gate to the parking lot is closed, ring the bell and the staff will open the gate. Please use the handicapped entrance on the side of the building.**

From 84E Take the 91S exit. Take the first exit for the Capitol Area. Follow the directions for 91S.

From 84W Take the Downtown Hartford exit. Follow directions from ** above.

Please note: Construction should be completed on the Columbus Blvd bridge by the beginning of January. Please check the website at <http://www.cslib.org/facvb.htm> for any changes to the above.

Registration (Deadline: January 6, 2006)

Please register with Kathy Makover by phone **(860) 566-1100 x303**, email kmakover@cslib.org, fax **(860) 566-1118**, or mail: Office of the Public Records Administrator, 231 Capitol Ave., Hartford, CT 06106-1537

Please check your preferred date. There is a 25 person limit per day, so register early to ensure yourself a spot.

Thursday, January 12, 9:00 a.m. to 12:00 p.m.

Thursday, January 19, 1:00 p.m. to 4:00 p.m.

The snow date for either session is January 20th from 9:00 a.m. to 12:00 p.m.