

Grant Application Workshop

Wednesday, January 14, 2009 • 9:00 AM to 12:00 PM

Registration begins at 8:30 AM

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

Requirements

Competitive Grant Applicants: Attendance is **required** for Competitive Grant applicants unless the applicant has attended in the prior two years. For those who have attended previously, attendance in the current year is highly recommended. Note that to be eligible to apply for a Competitive Grant, the municipality 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

Application and Guidelines Booklets

Please print and bring your copies of the two booklets for FY 2010, *Targeted Grants: Application and Guidelines* and *Competitive Grants: Application and Guidelines*.

Both booklets can be printed online at www.cslib.org/publicrecords/histdoc/grantforms.htm

Please note that the booklets are no longer being mailed to towns.

Directions

From 91 North or South: Take **Exit 29A** (“Capitol Area”), merging onto Whitehead Highway. Stay right and take the **first exit** (“Columbus Boulevard”). At the **end of the exit, turn left onto Columbus Boulevard**. At the **second light, turn left onto Charter Oak Avenue**. Just past the Aetna Ambulance Service building, **bear right onto Huyshope Avenue**. Take the **second right onto Sequassen Street**. Turn **left onto Van Block Avenue** and **immediately right into the parking lot**. Enter the building using the ramp entrance near the front of the parking lot.

From 84 East: Take **Exit 52**, merging onto 91 South, then follow the directions above for 91 South.

From 84 West: Take **Exit 54**, merging onto CT-2 West, then follow the directions below for CT-2 West.

From CT-2 West: After crossing Founder’s Bridge into Hartford, make an immediate **left onto Columbus Boulevard**. Continue on Columbus Boulevard for about a half mile and then turn **left onto Charter Oak Avenue**, then follow the directions above from that point.

From Other Routes: If you are coming by another route and using directions from an online service (MapQuest, Google etc), we recommend printing a street map for the Hartford segment of your route in addition to the written directions.

For a map or additional information, please see www.cslib.org/facvb.htm

Weather Policy & Snow Date

In the event of inclement weather, if the **Hartford schools** are **in session** or have a **delayed opening**, the workshop will be held **as scheduled** (the workshop start time will not be delayed). If the Hartford schools are **closed**, the workshop will be **rescheduled** for the **Snow Date: Tuesday, January 20, 2009, from 1 PM to 4 PM, with registration beginning at 12:30 PM**.

Please check your local radio or television station for up-to-the-minute weather closing information.

Register by January 8

Please register by **one** of the following methods and include your **Name, Title, Municipality, Phone, Email**, and whether you are considering a **Competitive or Targeted Grant Application** for this year:

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

Your registration will be confirmed. Space is limited — please register early.