

XIII. Application: Instructions and Form

Either complete this form online at www.cslib.org/publicrecords/histdoc/grantforms.htm, where a copy of the form can be saved, filled in and printed for submission, or use a typewriter. Signatures must be in black or blue ink. Do not staple the pages; please use paperclips.

Please note the following instructions:

Cover Page

Name of Municipality: Please use the format “Town of ____” or “City of ____.”

Title and Name of Municipal Chief Executive Officer: Provide the appropriate statutory title for the head of the local government (e.g., Mayor, First Selectman).

Designated Applicant Checkbox: If the municipal chief executive officer chooses to appoint the town clerk as the applicant for the grant (as indicated on the second page of the application), check this box.

Phone, FAX: Please include area codes.

Grant Category: Check the box to the right of the appropriate grant category, as described in Section VII of the *Guidelines*.

Total Grant Funds Requested: The amount requested must be more than the municipality’s Targeted Grant level and may not exceed \$50,000. This number should match the total of “Column A” in the Budget Summary.

Application Summary: This is a single paragraph describing the proposed project including what records and activities the project involves, who will be involved and how it will be accomplished. This summary provides the reviewers with their first impression of the proposed project. It is highly recommended that applicants compose this paragraph only **after** completing the other sections of the application.

Budget Summary: Transcribe the section totals from the Detailed Grant Project Budget. Total the lines across and down.

Designation of Town Clerk as Applicant: The MCEO completes this section only if designating the Town Clerk as the applicant.

Certification of Application: The applicant signs this certification. If the Town Clerk has been designated as the applicant, the Town Clerk signs. If not, the MCEO signs.

Grant Project Description Page

Name and Title of Project Supervisor: The Project Supervisor is the town employee who will be overseeing the project.

Date Grant Training Attended: Enter the date that either the MCEO, Town Clerk or other approved individual attended a competitive grant training session presented by the grant staff.

Narrative Description: The narrative is the most critical part of any application. Be as clear and as precise as possible. The responses should reflect the town’s unique situation, specific problems, and proposed solutions.

Answer all the questions listed in the section and in the same order. Failure to answer any question will result in the application being disqualified. Include the number/letter and full text of each question before each answer. Provide as much detail as possible, in your own words. Simply referring to an attached vendor’s prospectus will not be sufficient.

Include the town name at the top left of the page and the page number on the upper right of all additional sheets. Place the additional sheets immediately after this page and before the Detailed Grant Project Budget page.

Detailed Grant Project Budget Page

Itemize all costs for each of the four budget areas: consultant and/or vendor services, equipment and/or supplies, town personnel costs, and in-kind contributions made by the town toward the project. Use whole dollar amounts only; round all figures to the higher dollar amount.

Do not list items that have no grant funding in Sections 1 through 3. Items paid for solely by the town are In-kind Contributions and listed in Section 4.

Be careful to list personnel costs in the appropriate section(s). Expenses for *temporary staff* or for *additional hours for existing staff* to work on the grant project are listed in Section 3, Town Personnel Costs. The value of *regular staff hours dedicated to the project* should be listed in Section 4, In-Kind Contributions. *Consultant/vendor personnel costs* should be listed under Section 1, Consultant/Vendors.

Separate costs by grant funds and town funds for each budget item in the appropriate section. All figures must be totaled across each row and down each column. If there are more items in a section than available space, check the appropriate box on the bottom line of the section and use another copy of the budget form; if using more than one form, enter the full amount for the section on the total line of the second page. Attach copies of any vendor quotes. Eligible and ineligible expenses are described in the *Guidelines*.

Consultant(s)/Vendor(s): Enter the name of any consultants or vendors who will be working on the project. Briefly describe the service to be provided.

Equipment/Supplies: List all eligible equipment and supplies to be purchased for the project. Include the supplier, the product, and the quantity and unit cost (if applicable).

Town Personnel Costs: If a town is applying for funds for additional temporary help or for additional hours for existing staff to work on a grant project, list the base pay under the grant and any overtime, benefits, or payroll tax costs under local funds.

In-Kind Contributions: This may include town funds, existing staff hours and/or other town resources contributed to the project. List any items that will be paid for entirely with town funds. List the value of any regular staff hours to be dedicated to the project; in the description, include the estimated number of hours and the hourly rate for each individual listed, and multiply these numbers to determine the values to be entered in the third column. List any existing town resources that the town plans to make available for the grant project and provide the estimated value. Applications with a greater percentage of town support will receive greater consideration; town support includes local funds listed in any of the budget sections and in-kind contributions listed in this section.

Mailing Address

Submit applications to: LeAnn Power, Public Records Grant Program Specialist, Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106.