

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:

- 1) **Name of Municipality:** Please use the format “Town of ____” or “City of ____.”
- 2) **Title and Name of Municipal Chief Executive Officer:** Include the appropriate statutory title for the head of the local government (e.g., Mayor, First Selectman).
- 3) **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.
- 4) **Phone, FAX:** Please include area codes.
- 5) **Amount Requested:** Not to exceed amount listed for the appropriate population level.
- 6) **Grant Category:** Check the box to the right of the appropriate category(ies), as described in Section VII of the *Guidelines*.
- 7) **Budget Summary:** List total consultant/vendor costs, equipment costs, supply costs, town personnel costs, and printing costs by the amount of grant funds requested and town funds to be used (if any). Total the lines across and down. If you are 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 additional benefits cost under the town. *Note:* Applicants may include additional eligible supplies or equipment to reach the maximum grant amount.
- 8) **Detailed Budget:** Attach an itemized list of expenses to be covered by the grant with a total for each budget category as listed in the summary table. For expenses in the Town Personnel category, include the individual’s job title, rate of pay and estimated number of work hours. Include the town name at the top of the page. Attach copies of any vendor quotes.
- 9) **Narrative Description:** On an attached sheet, provide the information requested, numbering each response to match the item being answered. Provide as much detail as possible. Simply referring to an attached vendor quote or proposal is not acceptable. Include the town name at the top of the page.
- 10) **Designation of Town Clerk as Applicant:** The MCEO completes this section only if designating the Town Clerk as the applicant.
- 11) **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.
- 12) **Mailing Instructions:** Submit application with original signature(s) to:

LeAnn Power
Public Records Grant Program Specialist
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106