



**TOWN OF HARRISON  
VILLAGE OF HARRISON**

ALFRED F. SULLA, JR. MUNICIPAL BUILDING  
1 HEINEMAN PLACE  
HARRISON, NEW YORK 10528

Telephone: (914) 670-3030  
Fax: (914) 835-2009



**JACKIE GREER**  
*Town Village Clerk*

TO: Ronald W. Belmont, Supervisor

FROM: Jackie Greer, Town Clerk

DATE: September 13, 2012

RE: **Grant Writing Class**

Request by Town Clerk Jackie Greer for approval to attend Grant Writing USA class in Ridgefield, Connecticut on October 1 & 2 at a cost of \$425 enrollment fee. Funding is available in Town Clerk Account # 1-1410-100-415.

Thank you.

Ridgefield, Connecticut



GRANT WRITING USA®

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**October 1-2, 2012 Grant Writing Class**

Hosted by The Historic 1896 Lounsbury House  
at the Ridgefield Community Center  
316 Main Street  
Ridgefield, Connecticut 06877

Ready to enroll?  
**Register Here!**

**Welcome!** If you're ready to learn how to find and write grants you've come to the right place. Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend. You *do not* need to work in the same profession as the host agency.



**Itinerary and Location:** This workshop is October 1-2, 2012, 9-4 both days with lunch on your own from noon to 1:20. View a map of the [workshop location](#), [learning objectives](#), or a sample [email confirmation](#) like the one you'll receive immediately after you register.

**Tuition:** Tuition is \$425 per person and includes everything - workbook, the 300+MB resource CD, two days of terrific instruction and lifetime, free access to our exclusive [Alumni Forums](#).

**CEU Credits:** Various CEUs and university credit are available for this class. For complete details click [here](#).

This is a ...  
✓ grant writing class  
grant management class  
[what's the difference?](#)

**Payment Policy:** Payment by credit card at the time of enrollment is preferred, however, you may pay later by check. Our registration system will auto-generate a personalized invoice/receipt for you immediately after you enroll. If you choose to pay by check, it is your responsibility to print the online invoice and guide it through your purchasing channels. We do not mail invoices. Payment by check or card is required by the workshop date unless other arrangements are made.

**Purchase Orders:** If you work for a government agency and want to pay by purchase order, when you register online choose the "pay by check" option. The web site will auto-generate a printable invoice. Print the invoice, give it and your purchase order to your purchasing department and they'll send the check. That's it!

**Cancel Policy:** Withdrawals are allowed up to one week prior to the workshop. Tuition refunds - less a \$30 admin charge - are made by check and mailed within 5 working days of receiving your cancellation. If you cancel within one week of the workshop or if you're registered for a workshop and fail to show up, you are obliged to submit your tuition in full and are then prepaid for and welcome to attend any future workshop we offer within one year of the workshop you cancelled.

**Late Registrants:** If you register within 10 days of the class, you may cancel your registration up to 5 days after by notifying us via email at [cs@grantwritingusa.com](mailto:cs@grantwritingusa.com). Your tuition refund will be made by check and mailed within 5 working days of receiving your cancellation notice or will be refunded to your credit card.

**Questions?** [Email](#) or call The Client Services Team at Grant Writing USA, at 800.814.8191.

**Ready to enroll?** Great - it's easy!

**Register Here!**

**Traveling and need lodging?** These hotels are near the training location. Click the hotel's name to visit their website.

**West Lane Inn**

22 West Lane  
Ridgefield, Connecticut 06877  
203.438.7323  
0.5 miles from training location

**Hilton Garden Inn Danbury**

110 Mill Plain Road  
Danbury, Connecticut 06810