



## ***SAVE THE DATE - Subgrantee Training***

### **Indiana Criminal Justice Institute Annual Grantee Training**

The *Victim Service Division* will be conducting their annual Subgrantee Trainings on November 5<sup>th</sup>, 2008 from 8:30am to 4:30pm (Indy time). The training will be held at:

*Jonathan Byrd's Banquet and Conference Center*  
100 Byrd Way, Greenwood, Indiana 46143  
(Located off I-65 at exit 99)

Please go to our website (<http://www.in.gov/cji/2605.htm>) to find the registration form and list of hotels in the area. *We must have your completed form returned to ICJI no later than 4:30 pm on October 17<sup>th</sup>, 2008.*

The registration form is in PDF format. You will need to print the form, fill in the requested information fax it to Mary Neddo's attention.

We are asking that you limit attendees to 2 per grant number. If the numbers exceed our limit, we may ask that programs to adjust their attendees. We will contact you if that need arises.

- This years training is mandatory for programs currently being funded. You must attend in order to be eligible for funding in 2009/2010.
- The training will be held ONE day only. We will be providing a continental breakfast and lunch buffet.
- The following are topics that will be addressed at training:
  - Grant Writing, Victims Compensation, the Funding Application for 2009/2010, Performance Reports, the Funding Resource Manual, Program Change Request Forms, and Score Sheets
- We will have a Keynote Speaker during lunch that will address the needs of underserved populations.

*Please note that attendees may be eligible for mileage reimbursement. ICJI will not be reimbursing for any hotel expenses.*