

DATE: December 8, 2015

TO: Agency Addressed (No. 14, 2015-16)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: FLORIDA GRANT CONSORTIUM WORKSHOP NOTIFICATION

The Florida Grant Consortium will conduct a quarterly workshop on Thursday, December 17, 2015, from 9 AM to 11 AM at the Department of Environmental Protection's Carr Building, 3800 Commonwealth Boulevard (Room 170).

The workshop topic will be "Grant Application 101 – Concept to Submission". The discussion panel will present and discuss best practices for developing and submitting grant applications. Our discussion panel will consist of Consortium Advisory panel members Juliet Westmoreland, Federal Grants Coordinator from the Department of Juvenile Justice and Ronnie McLane, Grant Coordinator from the Department of Corrections. We are very excited and honored to have Martha Asbury, Assistant Commissioner of the Department of Education, as our guest panelist.

Registration will be limited to the first 100 to register. Once the 100 seats are filled, the registration site will be closed. Register for this workshop through the following link:

<https://www.surveymonkey.com/r/5BPMVNR>

Confirmations and meeting material will be emailed on Tuesday, December 15, 2015. Meeting materials will also be posted on the Consortium webpage at that time. A conference call line will be set up for this event and will be posted on the webpage prior to the workshop.

For more information, please contact FloridaGrantConsortium@myfloridacfo.com or call Glenn Elmer at 850-413-5683.