**Town of Shutesbury**

**Community Preservation Committee**

**FY2023 Application for Community Preservation Funding**

**Submit 1 paper copy to:**

Community Preservation Committee

P.O. Box 276

Shutesbury, Massachusetts 01072

**Submit 1 electronic copy to:**

cpc@shutesbury.org

***Instructions to Applicant:*** *Please complete all sections of the application. If a particular section is not applicable, please note that*. *This application must be submitted to the CPC no later than* ***January 31, 2023****, for the project to be included in the warrant at the next Annual Town Meeting. Applicants must be prepared to appear before the CPC on Thursday, February 16 to answer questions about the application; applicants should also plan to appear before the CPC on Thursday, March 23 to answer questions and hear comments from the public about the application. Applications will be voted upon by the CPC on Thursday, April 6.*

**Project Name:**

**Applicant Organization:**

**Address:**

**Contact Person:**

**Phone:**

**Email:**

**CPA Category**: ***You must Check a minimum of one category*** but may identify more than one if applicable to your project.

* **Open Space** [ ]
* **Historic Preservation** [ ]
* **Community Housing** [ ]
* **Recreation** [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Total project cost** | **CPA funds requested** | **Matching Contribution** | **Match Percent of total** |
| $      | $      | $      |      % |

**If appropriate for your project, attach a copy of the Assessor’s Map(s) with the project parcel outlined. Attach a separate sheet if more than one lot/parcel/deed book/deed page number is relevant to the proposed project.**

|  |  |
| --- | --- |
| **Assessor’s Map #**      | **Assessor’s Lot/Parcel #**      |
| **Deed Book #**       | **Deed Page #**      |

**PROJECT DESCRIPTION**

* *All of the following sections MUST be completed.*
* Applications will be returned if all relevant requested information is not provided.
* Attach to this document any supporting materials and exhibits as necessary.
* Refer to Shutesbury’s *Community Preservation Plan* in completing this application. The *Community Preservation Plan* is updated annually and available at [shutesbury.org/community\_preservation](https://shutesbury.org/community_preservation).
1. **Describe the project:**

1. **Goals**
	1. **What are the goals of the proposed project?**
	2. **How will success be measured?**
2. **Community Preservation Criteria**
	1. **How does the project fulfill the General and Specific Evaluation Criteria described on pages 10–12 of Shutesbury’s *Community Preservation Plan*?**
3. **Community Need**
	1. **How does the community benefit from this project?**
	2. **If applicable, explain how this project addresses needs identified in existing Town plans (the Open Space and Recreation Plan, Community Plan, etc.):**
4. **Community Support**

**What is the nature and level of support?** Attach letters of support from any Town boards or community groups that have endorsed the project.

1. **Budget**

**Budget Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Project Cost** | **CPA Funds Requested** | **Other Funds** | **Other Funds as % of Total Cost** |
| $      | $      | $      |      % |

**Budget Details:**

Please provide as much detail as possible and leave any category blank if not applicable to your project. *Equipment* are items with a useful life expectancy of more than one year. *Supplies* are items with a useful life of less than one year. *Construction* is all types of work done on a particular property or building, including erecting, altering, or remodeling.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CPA FUNDS** | **OTHER FUNDS** | **TOTAL** |
| **Personnel** | $      | $      | $      |
| **Equipment** | $      | $      | $      |
| **Supplies** | $      | $      | $      |
| **Contractual** | $      | $      | $      |
| **Construction** | $      | $      | $      |
| **Other** | $      | $      | $      |
| **TOTAL** | $     DDd | $      | $      |

**Other Funding:**

Identify the amount of other (that is, non-CPA) funds for this project, including private, federal, state, or local government, or any other sources, including in-kind contributions (that is, contributions of goods, services, or property, including donated equipment, buildings, land, or supplies). Attach commitment letters from any organization, body, or individual providing a financial contribution to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Item** | **Amount/Value** | **Type (cash, in-kind, etc.)** |
|       |       | $      |       |
|       |       | $      |       |
|       |       | $      |       |
|       |       | $      |       |
|       |       | $      |       |

For any in-kind contributions identified above, describe how the value of the contribution was derived.

**7.** **Timeline**

Provide a timeline for project implementation, including start and end dates for major tasks and project completion.

**8.** **Project Management**

**Project Manager Contact Information (if other than the applicant):**

**Name:**

**Business/Organization:**

**Mailing address:**

**Daytime phone:**

**Evening phone:**

**Email:**

**9.** **Maintenance**

**a.** **Will your project require maintenance or upkeep in the future?**

**b.** **If ongoing maintenance is required, who will be responsible for it?**

**c. If ongoing maintenance is required, how will it be funded?**

**Maintenance Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year one** | **Year two** | **Year three** | **Year four** | **Year five** |
| $      | $      | $      | $      | $      |

**10. Site Documentation**

 Attach documentation demonstrating that you have control over the site, such as a Purchase and Sale Agreement, option, or deed. If documentation is not available, please explain:

**11. Project Documentation**

Attach any applicable engineering plans, architectural drawings, site plans, and other relevant renderings that illustrate the proposed project.

**12. Other Information**

Attach any additional information that might benefit the CPC in consideration of this project.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

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Signature of Authorized Representative Date

Print name: