**Town of Shutesbury**

**Community Preservation Committee**

**FY 2026 Application for Community Preservation Funding**

**Submit to: cpc@shutesbury.org by February 9, 2026**

***Instructions to Applicant:*** *Please complete all sections as are relevant per the instructions in each question. If a particular section is not applicable, please note that*. *This application must be submitted to the CPC no later than February 9, 2026 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 19 to answer questions about the application from the CPC. Applications are expected to be voted upon by the CPC on Thursday, March 19.*

**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 |
| $ | $ | $ | % |

Attach a copy of the Assessor’s Map(s) with the project parcel outlined (if appropriate for your project)

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

Attach separate sheet if more than one lot/parcel/deed book/deed page number.

**PROJECT DESCRIPTION:**

* ***All of the following sections MUST be completed.***
* Applications will be returned if all relevant requested information is not provided.
* Include supporting materials and exhibits as necessary.
* Please refer to Shutesbury’s Community Preservation Plan in completing this application.

1. **Describe the project.**

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1. **Goals:** 
   1. What are the goals of the proposed project?

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* 1. Who will benefit and why?

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* 1. How will success be measured?

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1. **Community Preservation Committee Criteria**

a. How does the project fulfill the General and Specific Evaluation Criteria (see the Shutesbury Community Preservation Plan, pages 10–12)?

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1. **Community Need**
   1. If applicable, explain how this project addresses needs identified in existing Town plans? (Such as the Open Space and Recreation Plan, Community Plan, etc.)

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

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1. **Budget**

**Budget Summary**

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

**Budget Details** (Please provide as much detail as possible and leave any category blank if not applicable to your project)

|  |  |  |  |
| --- | --- | --- | --- |
|  | CPA  FUNDS | OTHER  FUNDS | TOTAL |
| Personnel |  |  |  |
| Equipment |  |  |  |
| Supplies |  |  |  |
| Contractual |  |  |  |
| Construction |  |  |  |
| Other |  |  |  |
| TOTAL | D  D  d |  |  |

Equipment is generally defined as an item with a useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering, or remodeling.

7. **Other Funding**

a. Identify the amount of other (non-CPA) funds for this project. Sources include private, federal, state, or local government, or any other sources. Attach commitment letters from any organization providing a financial contribution.

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Item | Amount | Type (cash, in-kind, etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

b. Are any Other Funds in-kind contributions? If yes, describe how the value of the in-kind contribution was derived. (“In-kind contributions” are a contribution of services or property, donated equipment, buildings or land, or donated supplies.)

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8. **Timeline**

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

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9. **Project Management**

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

|  |  |
| --- | --- |
| Project manager name |  |
| Daytime Phone |  |
| Evening Phone |  |
| Email |  |

10. **Maintenance** (Please note IF NOT APPLICABLE TO YOUR PROJECT)

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

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* 1. How will it be funded?

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**Maintenance Budget**

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

11. **Site Documentation**

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

12. **Project Documentation**

Attach any applicable engineering plans, architectural drawings, site plans, and any other relevant renderings.

13. **Other Information**

Attach any additional information that might benefit the CPC in consideration of this project or that will elaborate on any of the responses given above.

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

**Typed named of authorized representative as signature:**

**Date:**