

TOWN OF SOUTHBOROUGH

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Please submit the following application by July 15, 2016; for consideration at Annual Town Meeting in April 2017. Please email your application to the chairman and submit **Four hard copies** of your full application to:

COMMUNITY PRESERVATION COMMITTEE

Southborough Town House

17 Common Street; Southborough, MA 01772

southborocpc@gmail.com

A representative from the project will be required to present the project to the CPC during a scheduled meeting (a schedule will be forwarded to the applicant)

Download CPA Plan with guidelines at www.southboroughcommunitypreservation.org

Name of applicant/contact person -

Sponsoring Organization and/or affiliations -

Mailing address -

Daytime phone number -

Email address -

Name of proposal -

CPA funding requested -

Total cost of project -

CPA category (check all that apply)

Open space _____ Historic preservation _____

Recreation _____ Community housing _____

PLEASE COMPLETE THE PROJECT DESCRIPTION ON THE FOLLOWING PAGES AND INCLUDE WITH YOUR APPLICATION

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions.

Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1 **GOALS:** What are the goals of the proposed project? Who will benefit and why? How will success be measured?

2 **ELIGIBILITY:** Define how the project meets CPA requirements and fits the criteria as outlined in the Southborough CPA Plan located at www.southboroughcommunitypreservation.org

3 COMMUNITY NEED: Why is this project needed? Does it address needs identified in existing Town plans?

4 COMMUNITY SUPPORT: What is the nature and level of support and/or opposition for this project?

5 BUDGET: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. Depending on your project, more than one bid may be required. (NOTE: CPA funds may NOT be used for maintenance.) Include a two to five year budget, if appropriate.

6 FUNDING: What funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.

7 TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

8 IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

9 MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five-year budget.

10 FURTHER DOCUMENTATION: documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. (Letters of support from relevant town entities)

11 FEASIBILITY REPORTS: any feasibility reports, renderings or other relevant studies and material.

12 ZONING COMPLIANCE: evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.

13. HISTORIC: Under CPA, an historic resource is defined as a building, structure, vessel, real property, document or artifact that is either: listed on the State Register of Historic Places; or determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city or town. All Historic Projects Applications must include evidence that the resource is listed on the State Register or supply the minutes of the Historical Commission with their determination of historical significance.

14. OTHER INFORMATION: any additional information that might benefit the CPC in consideration of this project.

Applicant requirements after CPC recommends project for Town meeting:

- A representative of the project will be required to be present when all CPC recommendations are reviewed at a Board of Selectman and an Advisory Committee meetings (to assist with fielding any additional questions concerning the project)
- All Town Meeting approved projects must submit a project schedule and proposed payment timeline

- All Town Meeting approved projects are required to present progress reports at 6 month intervals along with a written progress report to the CPC.
- All projects approved at Town Meeting are required to include appropriate permanent signage and publicity indicating funding was provided by Southborough CPA. (wording should be reviewed with the CPC prior to completion of the project)

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. Projects are only eligible for CPA funding if they fit in a green box below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds