

Town of Southborough
Community Preservation Committee
17 Common Street
Southborough, MA 01772
southborocpc@gmail.com

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

NAME OF PROPOSAL-

Name of Applicant -

Contact Person -

Sponsoring Organization and/or Affiliations -

Mailing Address -

Daytime Phone Number -

Email Address --

CPA Funding Requested -

Total Cost of Project -

CPA Category (Check ALL that apply - refer to Coalition Chart on Last Page)

Open Space _____ Historic Preservation _____

Recreation _____ Community Housing

Please submit the following application by September 13, 2018; for consideration at Annual Town Meeting in April 2019. Please email your application by the deadline of September 13, 2018 to the chairman at: southborocpc@gmail.com

Download CPA Plan with guidelines off the Town's Website:
Southboroughtown.com

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION. Use extra sheets if needed.

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 (please refer to the Community Preservation Coalition Chart on last page) 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 estimate may be required. (NOTE: CPA funds may NOT be used for maintenance.) Attach 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 attach a detailed five-year budget.

ADDITIONAL INFORMATION: please provide the following additional information if applicable

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

A representative from the project will be required to present the project to the CPC. After the application deadline, you will be sent the presentation schedule.

Applicant requirements after CPC recommends project for Town meeting:

- To assist with fielding questions concerning the project, a Project Representative shall attend the Board of Selectman and Advisory Committee meetings when CPC recommendations are reviewed.
- A Project Representative shall attend Town Meeting to answer questions. Any Project Presentation to be reviewed by CPC.
- All Town Meeting approved projects must submit a project schedule and proposed payment timeline. That schedule will be used to determine project completion deadline.
- All Town Meeting approved projects shall present progress reports at 6-month intervals along with written progress reports to the CPC.
- All Town Meeting approved projects are required to include permanent signage stating that Southborough CPA provided funding for the project. (Wording shall be reviewed with the CPC prior to completion of the project).
- All publicity shall include statement that the Southborough Community Preservation Act provided funding for 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 “Yes” 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
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