

Town of Manchester-by-the-Sea
 Community Preservation Committee
 Town Hall
 10 Central St.
 Manchester-by-the-Sea, MA 01944
shawkwasieh@manchester.ma.us

CPC Website: <http://manchester.ma.us/349/Community-Preservation-Committee>

CPA PROJECT FUNDING APPLICATION

Project Description Form

Applications and supporting materials must be submitted by December 1st.

| | |
|--|---|
| Project Title: _____ Date: _____ Project Location/Address: _____ | |
| Name of Applicant: _____ Organization: _____ Contact Person: _____ Mailing Address: _____ Telephone #: _____ Fax #: _____ Email Address: _____ | If Different From the Applicant Name of Owner: _____ Mailing Address: _____ Telephone #: _____ Fax #: _____ Email Address: _____ |

CPA Funding Requested: \$ _____ Total Project Cost: \$ _____

Other funding sources: _____

Please mark all CPA category to which this project apply) – please refer to DOR Allowable Uses Chart:

| | |
|--|---|
| Open Space Acquisition Creation Preservation Rehabilitation/Restoration** | Community Housing: Acquisition Creation Preservation Rehabilitation ** |
| Historic Resources: Acquisitions Preservation Rehabilitation/Restoration | Recreation: Acquisition Creation Preservation Rehabilitation/Restoration |

**if acquired with CPA Funds

PLEASE ATTACH THE FOLLOWING SUPPPORTING INFORMATION AND DOCUMENTATION:

Please type all responses and indicate item number.

1. Project Narrative: Please address the following items in your narrative, which should not exceed 5 typed pages:
 - a. **Project Description:** Please provide a thorough description of the project and goals it will achieve.
 - b. **CPA Eligibility, Community Preservation Need:** Please describe how the project complies with the CPC Project Eligibility Criteria and the DOR Allowable Uses Chart. Please describe the community need the project satisfies. Please address the definitions listed on the DOR Chart when answering this question.
 - c. **Project Partnerships & Support:** Please attach commitment letters from funding partners, endorsements by community members and groups, committees, commission and departments, municipal bonds, etc. **If a Town property or project, please attach written and signed confirmation from the responsible party that will carry out and manage the project.
 - d. **Feasibility:** List and explain all further actions or steps that will be required for completion of the project (i.e. 21E environmental assessments, zoning, planning board, conservation commission permits and approvals; easements or **restrictions**, subordination agreements, etc.).
 - e. **Application/Organization Background:** Please provide a brief description of your or the organization's profile and project history. Explain your ability and capacity to undertake and successfully execute the project.
 - f. **Maintenance & Long Term Preservation:** If on-going maintenance and upkeep is required, please describe how this will be accomplished. Explain specific guarantees that will assure long-term preservation of the project. Note: It is of utmost importance that the CPC has a clear understanding of the long term maintenance and preservation of the project.
 - g. **Maps & Visual Materials:** When appropriate, at least one photograph shall be provided with the application. Please include plans, maps, and other visual aids to help describe the project (i.e. USGS topographic map, assessors map, GIS/aerial photo maps, photographs, renderings, or design plans, etc.).
2. **Budget:** Please provide a complete budget. Indicate which expenses CPA will directly fund. Please attach supporting documentation that substantiates costs (i.e. estimates, quotes, letters of intent estimating value of in-kind services, etc.). For projects over \$10,000 applicants must include an amount of money for advertising due to state procurement laws. Prevailing wages must be factored into budgets if you are a municipal entity. For Town Projects: The new State Procurement Regulations must be followed. The Town Accountant can be of assistance.

3. **Project Schedule:** Please provide a schedule. Explain each step of the project, time to accomplish the various steps, milestones, and project completion date.
4. If applicable and appropriate, additional information or supporting documentation should also be attached.
**Note: If supporting documents are 10 pages or more, an electronic copy (PDF) of said document shall be provided. Supplemental information may include, but not limited to:
 - a. Natural resource features
 - b. Proof of site control, or plan to obtain control such as Purchase and Sale Agreement option or deed
 - c. For historic properties or artifacts, a Determination of Historic Significance by the Historic Commission
 - d. Historic structure report or existing conditions report
 - e. Explain how the project will adhere to professional standards.
 - f. Any other information useful for the Committee in considering the project.

I certify, that the information set forth in this application is true and complete to the best of my knowledge:

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(If Different From Applicant)