

Community Preservation Committee Town of Belchertown

Application Submission Form Instructions

Application accepted October 1st, to second Monday in November @ 5 pm ONLY.

Proposals for Community Preservation funding must be submitted by downloading the attached application form. All relevant information requested on the application form must be included with the proposal. Please refer to the Community Preservation Criteria Guidelines that are posted on the CPC website: www.BelchertownCPC.org.

Applications must be typewritten or provided as a word processing document. Please send one copy of the application electronically to Jnate7007@aol.com. Twelve (12) hard copies of the application and all supporting documentation must be submitted to:

**Community Preservation Committee
Town of Belchertown
2 Jabish St.
Belchertown, MA 01007-0670**

Be sure to sign the acknowledgment block on the bottom of the last page!

Approval process:

- Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, applications will not be accepted after the November closing date.
- Mid November - Applications will be reviewed for completeness and the applicant will be notified if additional information or an interview is required.
- The Community Preservation Committee will submit its recommendations for the use of CPA funds to Town Meeting. In advance of that vote, the CPC holds public meetings to discuss their recommendations with the Town. All funding recommendations will be vetted by Town Council prior to the ATM to ensure compliance with MGL Ch 44B.
- May Annual Town Meeting: Citizens vote to approve / reject CPC recommendations. If approved at Annual Town Meeting, funds become available after July 1st following the ATM. Most grants will require that a *Community Preservation Act Grant Agreement* be signed before funds are released.
- Funds are generally available for one (1) year unless otherwise agreed to in writing.
- Status reports (e.g. percent completion, schedule or cost issues, budget v. actual) must be submitted by November 1 and April 1 and every six (6) months thereafter. This is required for every approved project.
- For further information about the application process, visit the CPC Web pages ([Belchertown](#), [State](#), [MGL 44B](#)) or email Jnate7007@aol.com.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee at Belchertown Town Hall

2 Jabish Street, Belchertown, Massachusetts 01007

Email: Jnate7007@aol.com

Project Title:	
Sponsoring Organization, if any:	
Name of Primary Contact Person:	
Mailing Address:	
Phone: Day / Night	/
Email:	
Date:	

Project Location: (Street Address)	
Assessor's Map and Parcel Numbers:	

CPA Category (YOU MUST CHECK OFF A MINIMUM OF ONE CATEGORY, but may identify more than one category, if applicable to your project. [Is our project allowed?](#))

Open Space	(Acquire watershed, field, forest for nature preserve)
Historic Preservation	(Bldgs or real property “significant in the history, archaeology,...of the town”)
Recreational Land	(Land for active / passive use: park, playground, athletic field)
Community Housing	(Acquire new low or moderate income housing,...)

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$	%

	CPA Funds	Other Funds Cost Share	Source *	Total
Personnel	\$	\$		\$
Equipment **	\$	\$		\$
Supplies	\$	\$		\$
Contractual	\$	\$		\$
Construction	\$	\$		\$
Other	\$	\$		\$
Total	\$	\$		\$

* Note: “Other Funds Cost Share Source”: (P) Private, (F) Federal, (S) State, (L) Local or (O) Other. The cost share is very important in giving the application a competitive advantage.

** **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.

PROJECT DESCRIPTION:

In an attached document, each of the following items MUST be answered. (Even if “N/A”)
Applications will be returned as incomplete if all relevant requested information is not provided.
Include supporting materials and exhibits as necessary. Separately submit 3 copies of any engineering plans, architectural drawings, site plans, renderings, or relevant studies.
Please refer to the Belchertown Community Preservation Criteria posted on the web site. ([Criteria](#))

1. Describe the project in detail.

2. Goals:

- a) What are the goals of the proposed project?
- b) Who will benefit and why?
- c) How will success be measured?

3. Funding:

- a) Identify any organization providing a cost share contribution listed in the table on page 1 as “Other Funds Cost Share”. Attach commitment letters from them.
- b) Are any of these Other Funds 'In-Kind'? How the value of this contribution derived?
- c) Describe any other attempts (including unsuccessful) to secure funding for this project.

4. Community Preservation Committee Criteria:

How does the project fulfill the General and Specific Criteria of the Community Preservation Committee Guidelines? (Refer to the specifications in the Guidelines)

5. Community Need:

- a) How does the community benefit from this project?
- b) If applicable, explain how this project addresses needs identified in existing Town plans? (Such as the Open Space and Recreation Plan, Community Plan, etc)

6. Community Support:

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

7. Implementation and Timeline:

- a) Please identify the primary Project Manager and all applicable contact information.
- b) Provide a schedule for project implementation, including a timeline for starting and ending major tasks and project completion.
- c) If applicable, demonstrate legal control of the assets under discussion.
- d) If applicable, specifically detail how [ADA accessibility](#) will be achieved and maintained.

8. Maintenance:

- a) If ongoing maintenance is required, what is the plan to ensure this is done?
- b) How much will be required for each of the first five (5) years? How will it be funded?

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.

Printed Name of Authorized Representative	Contact Telephone Number
Signature	Date