

APPLICATION REQUIREMENTS AND ATTACHMENTS

Submit 10 copies of the application and any attachments.

*(The application should not exceed 6 pages and should be submitted unbound.
Copies should be double-sided whenever possible.)*

1. CPA Cover Sheet - Completed.
 2. Brief Project Summary – Introduce the project with a brief summary which notes the category, goals, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.
 3. Map - Indicate the location of the project using a Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.
 4. Narrative – Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to the CPA. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why Town Meeting should support it. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.
 5. CPC's Selection Criteria and Needs Assessment – Address the issues raised in the CPC's General Selection Criteria and the Specific Use Criteria in the Needs Assessment. Make reference to the Criteria and/or Town planning documents such as the Comprehensive Long Range Plan.
 6. Budget – Outline the total budget for the project and how CPA funds will be spent. Break the project down by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be ascribed to each of the four CPA purposes. **Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to 10% of the budget.**
- Please Note:** Non Profit Organizations should also include a current financial statement.
7. Feasibility – Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation.
 8. Statement of Sustainability – If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials. Applicants should address the four Sustainability Principles adopted by the Town as stated on Page 29 in condition r. in the 2018 CPC Plan.
 9. Timeline – Describe the major milestones and when the project will be completed. Include an estimate of when the CPA funds requested will be needed.
 10. Architectural plans, site plans, photographs, if appropriate.
 11. Letters of Support are welcome from the public or other appropriate organizations.

Note: If the CPC recommends the project, additional documentation may be required such as verification of ownership, plans, title verification, purchase and sale agreements and zoning compliance information. If this is readily available, it may be attached at any stage.



**TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE**

141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPA Funding
Due no later than 4:00pm on Friday, September 29, 2017

Applicant: _____

Co-Applicant (if applicable): _____

Project Name: _____

Project Location/Address: _____

Purpose: (Select all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget:

Amount of CPA Funds Requested: \$ _____

Amount from Other Funding Sources: \$ _____

Total Project Budget: \$ _____

(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- | | |
|--|--|
| <input type="checkbox"/> One Paragraph Project Summary * | <input type="checkbox"/> Timeline * |
| <input type="checkbox"/> Map (if applicable) | <input type="checkbox"/> Architectural plans, site plans, photographs
(if appropriate) |
| <input type="checkbox"/> Narrative * | <input type="checkbox"/> Copy of Audit or most recent Financial
Information (<u>Non Profit Organizations Only</u>)* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment | <input type="checkbox"/> Letters of Support (if any) |
| <input type="checkbox"/> Detailed Project Budget * | |
| <input type="checkbox"/> Feasibility Assessment | |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | |

* Required Documentation

The Contact Person for this Project is: _____

All Correspondence should be mailed to: _____

The Contact Person can be reached by phone at: _____ or by email at: _____

Signature of Applicant: _____

Signature of Property Owner (if different): _____

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the **U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties** and understand that planning for and execution of this project must meet these standards.