

# ***Community Preservation Committee Town of Belchertown***

## **2017 Application Submission Form**

Proposals for Community Preservation funding must be submitted by downloading or using 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](http://www.Belchertowncpc.org).

Applications must be typewritten or provided as a word processing document using a minimum font size of 12. Applicants are required to send “before” pictures with their application and must send “after” pictures when submitting their final invoice. **Please send one copy of the application electronically to [Jnate7007@aol.com](mailto:Jnate7007@aol.com). Ten 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
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**Applications may be submitted from NOVEMBER 1st up to 5 pm on Monday, December 19, 2016 for proposals to be considered at the May 2017 Town Meeting.** Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, applications will not be accepted after this date.

For further information about the application process, visit the CPC Web page ([www.Belchertowncpc.org](http://www.Belchertowncpc.org)) or email us at [Jnate7007@aol.com](mailto:Jnate7007@aol.com).

## **Review by the Community Preservation Committee**

Each application will be acknowledged when it is received. It will be reviewed for completeness and the applicant will be notified if additional information or an interview is required.

The Community Preservation Committee encourages submission of projects under \$5,000.

## **Funding Decisions**

The Community Preservation Committee will submit its recommendations for the use of CPA funds to Town Meeting. In advance of that vote, the CPC will hold a public meeting to discuss their recommendations with the Town.

# APPLICATION FOR COMMUNITY PRESERVATION FUNDING

## Submit to: Community Preservation Committee

Belchertown Town Hall  
2 Jabish Street  
Belchertown, Massachusetts 01007  
Email: Jnate7007@aol.com

<b>Name of Applicant/Contact Person:</b>	
<b>Sponsoring Organization, if applicable:</b>	
<b>Mailing Address:</b>	
<b>Daytime Phone:</b>	
<b>Evening Phone:</b>	
<b>Email:</b>	
<b>Name of Proposal</b>	
<b>Date</b>	

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

<b>Assessor's Map Number</b>		<b>Assessor's Lot/Parcel Number</b>	
<b>Deed Book Number</b>		<b>Deed Page Number</b>	
<b>Project Street Address</b>			

Attach separate sheet if more than one lot/parcel/deed book/deed page number

Attach a copy of the Assessor's Map(s) with the project parcel outlined (if appropriate for your project)

**CPA Category** (YOU MUST CHECK OFF A MINIMUM OF ONE CATEGORY, but may identify more than one category, if applicable to your project)

- **Open Space**
- **Historic Preservation**
- **Recreation**
- **Community Housing**

**PROJECT DESCRIPTION:**

- ***All of the following MUST be answered in the space provided.***
- Applications will be returned as incomplete if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- Please refer to the Belchertown Community Preservation Criteria posted on the web site before and while completing this application.

**1. Describe the project.**

**2. Goals:**

a. What are the goals of the proposed project?

b. Who will benefit and why?

c. How will success be measured?

**3. 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)

**4. 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)

**5. Community Support:**

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

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**6. Budget:**

**Budget Summary**

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

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.  
 The cost share is very important in giving the application a competitive advantage.

**Budget Categories**

	CPA FUNDS	OTHER FUNDS (cost share)	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
<b>TOTAL</b>			

note: CPA FUNDING FOR ANY CATEGORY REQUIRES COMPETITIVE BIDDING unless you can provide a sole source justification for any category not competitively selected  
 \*\*Attach a minimum of one recent bid\*\*

**Budget Cost Sharing**

Identify the amount of cost sharing for this project. Sources include private, federal, state or local government, or any other sources.

Organization	Item	Amount	Type (cash, in-kind, etc.)

**7. Funding:**

- a. Attach commitment letters from any organization providing a cost share contribution listed in the table above.
- b. Describe any other attempts (including unsuccessful) to secure funding for this project.

c. Are any "Other Funds" in the budget in-kind? If yes, describe how the value of the in-kind contribution was derived. (In-kind contributions can be defined as a contribution of services or property, donated equipment, buildings or land, or donated supplies)

8. **Timeline:**

Provide a schedule for project implementation, including a timeline for starting and ending major tasks and project completion.

9. **Implementation:**

a. Project Manager Contact Information

Who will be the Project manager	
Daytime Phone:	
Evening Phone:	
Email:	

10. **Maintenance:**

a. If ongoing maintenance is required, who will be responsible for it?

b. How will it be funded?

**Maintenance Budget**

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
\$	\$	\$	\$	\$

**11. Site Documentation:** (Submit 3 copies only)

- a. Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed.
- b. Submit one copy of digital pictures of the “before” status of your project via CD or via e-mail to [Jnate7007@aol.com](mailto:Jnate7007@aol.com) with your electronic submission. If your application is approved, additional pictures of the completed project will be required. These pictures are needed for documentation of the use of town funds and for use on the web site.

**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.**

**ADDITIONAL INFORMATION:**

**12. Project Documentation:** (Submit 3 copies only)

Attach any applicable engineering plans, architectural drawings, site plans, any other renderings, relevant studies or material.

**13. Other Information:** Any additional information that might benefit the CPC in consideration of this project.

Authorized Representative	
First Name	Last Name
Title	Telephone Number
Email:	Fax Number
Signature of Authorized Representative	Date Signed