



Town of Southwick

454 COLLEGE HIGHWAY, SOUTHWICK, MA 01077

Community Preservation Committee



CPC SELECTION CRITERIA

Purpose

To assist the Community Preservation Committee with the decision making process of choosing which projects to bring to town meeting. To help eliminate any bias or subjectivity on the part of the committee members in the decision process. The criterion encompasses all three core categories: Open Space, Historic Preservation, and Community Housing.

Guidelines for Project Submission

1. Each project request must include the CPC Project Application and the CPC Selection Criteria Questionnaire. Additional pages should be added as necessary.
2. Requests must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.
3. Obtain quotes for project costs whenever appropriate. If not available, estimates may be used provided the basis of the estimate is fully explained.
4. If the request is part of a multi-year project, include the total project cost and allocations.
5. For applicants that have multiple project requests, please prioritize projects.
6. Applicants must be present at a CPC meeting to answer questions. The CPC meeting schedule to review project proposals TBA.
7. Requests must include a statement of projected maintenance costs if applicable.
8. Documentation of known hazardous materials must be submitted.
9. Documentation of clear title must be submitted.

PROJECT APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submission Date: _____

APPLICANT INFORMATION

Applicant: (Please circle public or private): _____

Street Address: _____

P.O. Box: _____

Town, State, Zip Code: _____

Telephone: _____

E-mail: _____

Website: _____

Contact Person(s) and/or Project Director(s):

Name	Title
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Name of governing board, trustees, directors or members:

Federal Tax Identification Number (if non-profit) _____

PROJECT INFORMATION

Amount Requested \$ _____

Project Site Address:

Project Site Assessors Map/Parcel: _____

Project Site Deed Book/Page: _____

Current Owner: _____

Brief Project Description:

Purpose (please check all that apply)

_____ Open Space

_____ Recreation

_____ Historical

_____ Housing

Signature of Applicant: _____ Date: _____

Signature of Owner of Property: _____ Date: _____

PROJECT INFORMATION

Please include a narrative on all applicable subjects

Project Title: _____

- _____ 1. Scope or Concept of Project:
- _____ 2. Project Goal (Provide a list of broad goal (s) of the proposed project)
- _____ 3. Project Objectives (Provide a list of specific objectives for the project)
- _____ 4. Projected Action Plan and Timeline: (List the steps needed to complete the project. These steps will be critical to completing Project status Reports.)
- _____ 5. Project evaluation and maintenance: (Describe how you will monitor progress to identify what works and what needs improvement. Indicate how continuation of the project will be secured after the grant)
- _____ 6. Other Funding Source (s), including private/public/in-kind
- _____ 7. CPC Funding Request
- _____ 8. Budget - Briefly describe expected project costs
 - Personnel (existing)
 - Personnel (new)
 - Operating Expenses (e.g. printing, telephone, postage, materials)
 - Other Expenses
- _____ 9. Budget Justification: (Provide an explanation for why each type of expense is needed)
- _____ 10. List and describe any established records of comparable projects by Applicant.
- _____ 11. Describe how the project accomplishes the goals/objectives of the CPC.
- _____ 12. Relevance to Community (indicate how the project is important and innovative. Describe how this project is relevant to the current and/or future needs of the Southwick Community.)
- _____ 13. Support Documents (Provide letters of support; references; pertinent studies or statistics, etc).
- _____ 14. Completed Selection Criteria