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 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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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