



town of
LONGMEADOW, MASSACHUSETTS
incorporated 1783



COMMUNITY PRESERVATION COMMITTEE

20 Williams Street, Longmeadow MA 01106 - (413) 565-4100 ext. 1323 - longmeadowcpc@longmeadow.org

Application for
Community Preservation Act Funding

Instructions:

1. Review the attached Community Preservation Act (CPA) funding eligibility, selection criteria and application.
2. Prepare and submit ten (10) typed and double-sided copies of the application form and project.
Note: If accessing the PDF version of this form, you may use the “Fill & Sign” option to fill out the table below.
3. The Community Preservation Committee (CPC), via the Town Clerk’s Office, will accept project proposals through **November 1st, 2022** for possible consideration at the 2023 Annual Town Meeting.
4. The CPC will review all applications and schedule a meeting with each applicant to discuss its proposal.
 - a. The CPC may ask for more information before deciding to recommend the proposal for funding.
 - b. The CPC may request that you present your proposal at a public hearing.
 - c. If the project is selected for a funding recommendation, the CPC will submit it to Town Meeting; Town meeting has the sole authority to fund projects.

** Please note that the Committee reserves the right to modify these procedures and timeframes. Emergency applications will be accepted at the discretion of the CPC. The committee reserves the right to reject applications that are incomplete or late.*

For CPC Use: Project # _____

Received on: ___/___/___ Received by: _____

Reviewed on: ___/___/___ Determination: _____

ABOUT THE PROJECT			
DATE:			
PROJECT TITLE:			
CPA CATEGORY: Please check all applicable options	<input type="checkbox"/> COMMUNITY HOUSING	<input type="checkbox"/> HISTORIC PRESERVATION	<input type="checkbox"/> RECREATION
	<input type="checkbox"/> OPEN SPACE		
CPA FUNDING REQUEST:	\$ _____	TOTAL COST OF PROPOSED PROJECT:	\$ _____
ABOUT THE APPLICANT			
APPLICANT NAME:			
MAILING ADDRESS:			
CONTACT PHONE:			
CONTACT EMAIL:			
TOWN DEPARTMENT OR PUBLIC BODY AND CONTACT TO MANAGE PROJECT: (IF APPLICABLE)			

Project Description:

Proposals must answer the following questions, please include supporting materials as necessary.

1. **Goals:** what are the goals of the proposed project?
2. **Community Need:** why is this project important and how does it meet the objectives outlined in existing town plans?
3. **Community Support:** describe the community support for this project and include letters of support, if any.
4. **Action Plan and Timeline:** what is the schedule for the project implementation, including start and completion dates?
5. **Maintenance:** if ongoing maintenance is required for your project, how will it be funded?
6. **Preservation:** CPA projects may require deed restrictions. For more information, please see the Community Preservation Coalition's website at www.communitypreservation.org; if applicable, attach a copy of the proposed deed restriction language.
7. **Additional information:** If the work on the project is on town property, or is to be supervised or performed by town employees, please provide information on what discussions have taken place with the relevant town employees.

Financial Information:

Please include the following:

1. **Budget:** what is the total budget for the project? All expenditures must be clearly identified.
2. **Other funding:** specify what additional funding sources (public/private/in-kind) and amounts are available, committed or under consideration. Include commitment letters, if available, and describe any other attempts to secure funding for this project.
3. **Mandated "Construction" Expenses:** if your proposed project involves construction, installation, demolition, maintenance or repair to a building or public work (horizontal construction), the payment of prevailing wage to the construction workers is mandated and will be enforced. Please contact the Purchasing Department (413-565-4185) to obtain the Prevailing Wage Rate Sheet for use in obtaining realistic contractor quotes. This will help to ensure that your budget request is appropriate to what the actual expense will be.

Submission:

Please send the Application Form (page 1) with project narrative and supporting documentation as described above by **November 1st, 2022** to:

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Thank you for your proposal!