



Telephone 413-565-4110
Fax 413-565-4112

Town of Longmeadow
Massachusetts
**Community Preservation
Committee**

longmeadowcpc@longmeadow.org
20 Williams Street
Longmeadow, MA 01106



www.longmeadow.org

CPC APPROPRIATION – FINAL/ ANNUAL PROJECT REPORT

Submit this report within (30) days of final project completion date. For projects extending more than one fiscal year, submit an annual report by June 30, of each year.

DATE _____

PROJECT NAME: _____ **PROJECT #:** _____ **GRANT AMOUNT:** _____

YEAR APPROVED: _____ **COMPLETION DATE:** _____

CONTACT: _____ **PHONE:** _____ **EMAIL:** _____

ADDITIONAL SOURCE(S) AND AMOUNT(S) OF FUNDING:

SOURCES(S): _____ **AMOUNT(S):** _____

SPONSOR(S): _____

FINAL PROJECT REPORT

Attach a written description of your project that was funded by CPC funds: indicate goals achieved and note any differences between your initial project plans and the final project. Include a financial summary, noting and explaining any differences between the original budget and final costs. Also, please list any efforts to raise public awareness of the project and CPC's funding assistance (i.e., newspaper articles, dedication ceremony, information on Town's website, written materials, etc.).

Please forward to the CPC photographs (in digital format) of your completed project, if applicable.

Complete the FINANCIAL REPORT (form attached).

ANNUAL PROJECT REPORT

Attach a written update of the status of your project funded by CPC funds: include estimated completion date, any issues with the project as originally proposed, any unforeseen delays, and any assistance you might need from the CPC to complete project.

Complete the FINANCIAL REPORT (form attached) for any funds expended.

