

# TOWN OF MATTAPOISETT



## COMMUNITY PRESERVATION ACT APPLICATION FOR PROJECT FUNDING

## GUIDELINES FOR PROJECT SUBMISSION

Applications must be received by October 31<sup>st</sup> to be considered for recommendation at the spring annual Town Meeting.

1. Each project must be submitted to the Community Preservation Committee using the Project submission form as a cover sheet. Requests must include a statement of need and be documented with appropriate support information.
2. Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted
3. The Community Preservation Committee may require additional (or more detailed) information or further clarification to a submitted application.
4. Obtain quotes for project costs whenever possible. If not available, estimates may be used, provided the basis of the estimate is fully explained.
5. If the request is part of a multi-year project, included the total project costs and allocations.
6. For applicants that have multiple project requests, please prioritize projects.
7. Application packages should be submitted by the deadline to the Mattapoissett Community Preservation Committee, no later than the deadline, C/O Mattapoissett Board of Selectmen's office, Town Hall, 16 Main Street, Mattapoissett Ma 02739

**Town Of Mattapoissett  
Community Preservation Committee  
Project Application**

*(Please use separate sheets of paper as needed)*

**SECTION 1- GENERAL INFORMATION**

Date: \_\_\_\_\_ Fiscal Year Budget \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Lot & Plot # of Property \_\_\_\_\_ Size of Property \_\_\_\_\_

Does the sponsor own the property Involved in the project? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, who does own the property and does the sponsor have the permission of the property owner?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 2 – PROJECT CATEGORY**

Which of the following categories of the CPA (it may be more than one)

Project Category: \_\_\_\_\_ Open Space \_\_\_\_\_ Historical Preservation  
\_\_\_\_\_ Affordable Housing \_\_\_\_\_ Recreation

**SECTION 3 - GOALS**

Describe the project and its goals. What are the specific objectives of the proposed project?

Who will benefit and why? How will success be measured?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4 – COMMUNITY NEED**

Why is this project needed? Does it address needs identified in existing Town or regional plans, or non-profit organizations, or community discussions? Why is this project beneficial to the Town of Mattapoissett.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5 – FUNDING**

How much CPA funding are you requesting? \_\_\_\_\_

What is the total cost of your proposed project? \_\_\_\_\_

*(Provide written estimates and quotes to substantiate proposed costs. Include a two to five year budget, if appropriate.)*

What exactly will CPA funds be spent on? \_\_\_\_\_

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Describe other funding sources and their status for this project. \_\_\_\_\_

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**SECTION 6 – TIMELINE**

What is the timeline of this project ? What is the schedule for project implementation? Include timeline for critical elements, expenditures, and receipt of other funds, if any.

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**SECTION 7 – IMPLEMENTATION**

Who will be responsible for implementing the project? \_\_\_\_\_

Who will the project manager be? \_\_\_\_\_

What relevant experience does the proposed project manager have? \_\_\_\_\_

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Who else will be involved in project implementation and what arrangements have been made with them? \_\_\_\_\_

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Describe the required permitting for this project and the status of permitting (filed, pending, granted)

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**SECTION 8 – MAINTENANCE**

Describe how this project will be maintained and managed after completion. Who will be responsible and how will it be funded? Please include a five-year budget and documentation of commitment.

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