

TOWN OF MATTAPOISETT

COMMUNITY PRESERVATION ACT – FISCAL YEAR 2025



APPLICATION FOR PROJECT FUNDING GUIDELINES FOR CPC PROJECT SUBMISSION

Applications must be received by close of business Friday, November 17, 2023

APPLICATION GUIDELINES

1. Each project must be submitted to the Community Preservation Act Committee (CPAC) using the Project Submission Form as a cover sheet. Requests must include a statement of need and must include applicable supporting information.
2. Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project. Letters of support for the project from individuals or community organizations may also be submitted.
3. The CPC may require additional information or further clarification to support a request.
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, time frames and allocations.
6. For applicants that have multiple project requests, please prioritize projects.
7. Public Sector Projects and any project with a value exceeding \$50,000 must follow the Municipal Bid Process. The Mattapoisett Town Administrator should be contacted with questions regarding this process.
8. Application packages must be submitted by the November 17, 2023 close date to the Mattapoisett Community Preservation Act Committee in the care of the Mattapoisett Board of Selectmen's office, PO Box 435 Mattapoisett, MA 02739.
9. The Town of Mattapoisett Community Preservation Act Plan is found on the Town Website. Applicants are encouraged to review the Plan prior to submission.
10. Forward questions regarding the CPC Project Submission process to cwmccullough@comcast.net

October 2, 2023

**Town of Mattapoisett
Community Preservation Act Committee
Project Application**

(Please use separate sheets of paper as needed)

SECTION 1- GENERAL INFORMATION

Date: _____

Fiscal Year Budget: FY2025

Project Name: _____

Project Sponsor: _____

Mailing Address: _____

Town Meeting Presenter: _____

Email: _____ Phone Number: _____

Project Location/Address: _____

Lot & Plot # 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 nonprofit organizations, or community discussions?

Why is this project beneficial to the Town of Mattapoisett?

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? _____

Describe other funding sources and their status for this project. _____

In Kind contributions _____

Funds from your organization/committee _____

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.

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? _____

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

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

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.
