

### Town of Tyngsborough Community Preservation Funding Guidelines for Project Submission

25 Bryants Lane, Tyngsborough, Massachusetts 01879-1003 Office: (978) 649-2300 ext 115 Fax: (978) 649-2301

- 1. The application process for Community Preservation Funding is twofold. The <u>Application for Community Preservation Eligibility</u> will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an <u>Application for Community Preservation Funding</u> must be completed. The Committee will review both the application for eligibility and that for funding according to the General Criteria outlined below.
- In order to be considered for recommendation for the Special or Annual Town Meeting,
  you must submit an Application for Community Preservation Eligibility no later than 120
  days in advance of the meeting. Final Applications for Community Preservation Funding
  must be received no later than 90 days in advance of the Special of Annual Town Meeting
  to be considered for recommendation by the CPC.
- 3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet.
- Applications should be submitted in nine (9) copies of all project materials to the attention of Linda L. Geyer, Chairperson, Community Preservation Committee, 25 Bryants Lane, Tyngsborough, MA 01879
- 5. Please include any maps, diagrams, and/or photos that pertain to your project.
- 6. All applicants will be expected to be present at a CPC meeting to answer questions about their proposals at the next CPC meeting which are held on the last Wednesday of each

- month. All CPC meetings are public. Applicants will be notified regarding the date of the meeting they should attend.
- 7. The CPC will discuss its project recommendations with the Selectmen and Finance Committee before preparing a Warrant Article with project recommendation for Town Meeting approval.
- 8. If approved, project funding would be available on July 1, 2011 following the Annual Town Meeting or immediately following the Special Town meeting.

#### **General Criteria**

The Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically
  - o The acquisition, creation, and preservation of open space
  - o The acquisition, preservation, rehabilitation, and restoration of historic resources.
  - o The acquisition, creation, and preservation of land for recreational use.
  - o The creation, preservation, and support of community housing.
  - The rehabilitation and restoration of resources that have been acquired or created using monies from the fund.
- Are consistent with the Master Plan, Open Space and Recreation Plan, Recreation Master Plan, Affordable Housing Plan, the Town's Capital Management Plan and other planning documents that have received wide scrutiny, public input and have been adopted by the Town;
- Preserve and enhance the character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility; demonstrate that the project can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;

- Preserve or utilize current town-owned assets; and
- Receive endorsement by other municipal boards or departments.

For further information about the application process or to discuss a project's eligibility, please contact Linda Geyer or at the above mailing address or at lgeyer@tyngsboroughma.gov or visit our site on the Tyngsborough Community website.

# Town of Tyngsborough APPLICATION FOR COMMUNITY PRESERVATION ELIGIBILITY

		<b>Date</b> :
Project Title:		
Name of Applicant:		
Name of Organization:		
Address:		
Telephone:		
Email:		
<b>CPA Category</b> (circle all that apply):	<b>Open Space</b>	Historic Preservation
	Recreation	<b>Community Housing</b>
CPA Funding Requested: \$	Total Projec	ct Cost: \$
<b>Project Description:</b> Please provide a b	rief project description	on below. Include a brief description of
how your project accomplishes the goals	of the CPA and inclu	ide an estimated budget. Please include
supporting materials as necessary.		

NOTE: This application enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, an Application for Funding must be completed.

### Town of Tyngsborough

## APPLICATION FOR COMMUNITY PRESERVATION FUNDING

		<b>Date</b> :
Project Title:		
Name of Applicant:		
Name of Organization:		
Address:		
Telephone:		
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CPA Category (circle all that apply):	<b>Open Space</b>	Historic Preservation
	Recreation	<b>Community Housing</b>
CPA Funding Requested: \$	Total Projec	et Cost: \$

Please attach answers to the following questions. Include supporting materials as necessary.

- 1. **Project Description:** Please give a detailed project description, including specific objectives.
- 2. **Goals:** How does this project accomplish the goals of the CPA? (See Guidelines for Project Submission for general criteria)
- 3. **Timeline**: What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?
- 4. **Budget**: Please provide a full budget including the following information, as applicable. (NOTE: CPA funds may not be used for maintenance):
  - a. Total amount of the project cost, with itemization of major components.
  - b. Additional funding sources. Please include those that are available, committed, or under consideration.

- c. Describe the basis for your budget and the sources of information you used.
- 5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?