

Full Application for CPA Funding

Submit to: Community Preservation Committee

Wellesley Town Hall
525 Washington Street
Wellesley, Massachusetts 02482
Email: cpc@wellesleyma.gov

Name of Applicant/Contact Person _____

Sponsoring Organization, if applicable _____

Mailing Address _____

Daytime Phone _____ **Email** _____

Name of Proposal _____ **Date** _____

CPA Category (circle all that apply): **Open Space** **Historic Preservation** **Recreation**
Community Housing

CPA Funding Requested \$ _____ **Total Cost of Proposed Project \$** _____

PROJECT DESCRIPTION: In describing the project, please include detailed answers to the following questions. Applications will be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1. **Goals:** What are the goals and purposes of the proposed project? Who will benefit and why? How will success be measured?
2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans?
3. **Community Support:** What is the nature and level of support and/or opposition for this project?
4. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. (NOTE: CPA funds may NOT be used for maintenance.) Include a multiple-year budget, if appropriate.
5. **Funding:** What funding sources are available, committed or under consideration? Include commitment letters, and describe any other attempts to secure public or private funding for this project.

6. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.
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?
8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five year budget.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed.
10. **Feasibility Reports:** Any feasibility reports, renderings or other relevant studies and materials
11. **Historical Preservation:** documentation that the proposed project meets at least one of the Wellesley Historical Commission's three conditions for funding.
12. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.
13. **Basis of Eligibility for CPA Funds:** By State Statute, the Town may expend Community Preservation funds to
 - Acquire, create, and preserve open space.
 - Acquire, preserve, rehabilitate and restore historic resources.
 - Acquire, create and preserve land for recreational use.
 - Acquire, create, preserve and support community housing, including provide funds for the community's affordable housing trust fund.
 - Rehabilitate and restore open space, land for recreational use and community housing acquired or created with fund monies.

Please describe the basis under which the proposed project qualifies.

Other Information: Any additional information that might benefit the CPC in consideration of this project, including information which is responsive to the CPC's Decision Guidelines and is not otherwise covered in this Application. The Decision Guidelines are set forth in the "Overview" section of the Community Preservation Plan which appears in the CPC Webpage at www.wellesleyma.gov.