

**LONG FORM APPLICATION
APPLICATION REQUIREMENTS AND REQUIRED ATTACHMENTS FOR
PROJECTS FUNDING REQUESTS IN EXCESS OF \$10,000**

1. Project Application Form – Complete the preliminary application form.
2. Narrative – A complete description of the project and/or of the property involved, and its proposed use relative to the CPA. Why is this project needed? Describe what kind of support has been given to the project, and why Town Meeting should support it. Summarize the goals of the project and how they will be measured.
3. Needs Assessment – Show consistency with CPC Selection Criteria. Does this project address needs identified in existing Town plans?
4. Budget – Outline the total anticipated budget for the project and how CPA funds will be spent. All items of expenditure must be clearly identified. Include a professionally prepared appraisal (s) or professionally prepared cost estimate(s), or a detailed cost estimate with full explanation by line item and back-up material. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.) Break the project down by year of expenditure. Describe all funding sources. Describe how much of the proposed CPA funding should be ascribed to each of the four CPA purposes. What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
5. Timeline – Provide a plan describing the major steps or phases of the project, the cost for each, and the anticipated timeline. Include an estimate of when CPA funds requested will be needed. If the project is part of a larger project, please include information on the overall project timeline. If ongoing maintenance will be required, please include that, indicating who will be responsible and how it will be funded.
6. Feasibility – Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project, such as permits, restrictions, and any known or potential barriers to moving forward.
7. Site Control – A copy of a deed, option, purchase and sale agreement, or other document to demonstrate site control. If the applicant does not have site control, please explain.
8. Maps – Indicate the location of the project using USGS topographical, Town GIS map, assessors map, or other map as appropriate.
9. Other Documentation – Architectural Plans, site plans, digital photographs, zoning maps, wetlands and floodplains, environmental assessment reports, historic inventory, consultant names and addresses, existing conditions, and other information, if applicable and available.
10. Letters of Support from Town committees or other organizations, as appropriate.

NOTE: *If the requested funds are for a real estate acquisition, no funding decisions will be made without an independent appraisal.*