

TOWN OF WILBRAHAM
COMMUNITY PRESERVATION COMMITTEE
240 SPRINGFIELD STREET
WILBRAHAM, MASSACHUSETTS 01095

APPLICATION INSTRUCTIONS – FISCAL YEAR 2025

STEP 1: Submit Application

- All proposals for community preservation funding must use this application.
- Project proposals will be accepted through **January 19th, 2024, 4:00 pm** for possible consideration at the Annual Town Meeting in May 2024. Applications submitted after this deadline may be delayed until the next funding round.
- Applications must be typewritten and include a detail project budget and implementation timeline.
- The Community Preservation Committee reserves the right to cancel a funding round, or decline to recommend funding for any project during a funding round.
- Applicants are also advised to provide the committee with any supporting information regarding the project, including information that supports the guidelines of the community preservation act such as photographs of work site, descriptions of proposed use of site, architectural renderings, studies, National Register of Historic Places nomination forms; indication of community support for the project; demonstration of additional funding sources is strongly encouraged.

Please return **twelve (12) copies** of the signed application and all supporting materials to:

**Community Preservation Committee
Town Office Building
240 Springfield Street
Wilbraham, MA. 01095**

If you have any questions regarding this process please contact:

EMAIL cpcchair@wilbraham-ma.gov

STEP 2: Presentation and Community Preservation Committee Review

Once a proposal is received, the CPC will review it and report back to the applicant regarding the proposal's status. The committee may schedule a time during a regular committee meeting for the applicant to make a presentation. Once all application for a given deadline have been reviewed, the committee will discuss the proposals and make funding recommendations.

STEP 3: Town Meeting Approval

If the project is approved by the CPC, the funds must be voted on and appropriated by Town Meeting.

STEP 4: Implementation

Upon receiving funds, the recipient must agree to provide status reports on project completion on a schedule to be determined by the CPC. At the completion of the project the applicant must present a final report to the CPC in person. Community Preservation funds must be spent only on expenses as documented in the application. Any changes must be discussed with the Community Preservation Committee to ensure adherence to agreed upon expenditures.

The committee invites applicants to attend their regularly scheduled meetings at the Wilbraham Town Office Building to ask questions and collect information from the committee about the funding possibilities. Meeting schedules can be found at www.wilbraham-ma.gov/calendar.aspx

For examples of project submissions from other cities and towns in the Commonwealth, please visit the Community Preservation Coalition website at www.communitypreservation.org This organization is an excellent resource for all things Community Preservation, including, but not limited to the rules that govern applicability of CPA funds to submitted project proposals.

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PROJECT PROPOSAL FORM – FISCAL YEAR 2025

Project Name: _____

CPA Funding Requested: \$ _____ Total Project Cost: \$ _____

Name of Applicant: _____

Sponsoring Organization (if applicable): _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Number of Pages of supporting documentation attached to this form: _____

Please indicate to which of the Community Preservation categories this project applies:

_____ Open Space Preservation

_____ Housing

_____ Historic Preservation

_____ Public Recreation

Please attach the following information. Please respond to each question separately, indicating the question number. Please type all responses.

1. General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: List or show evidence of community organizations or residents that support the project.
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? Additional committed funding sources must be used for items that are indicated. Committed fundraising must be completed before expending CPA funds. (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?

6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

Additional information, if applicable:

7. Documentation that the applicant has control over the site.
8. For Open Space land purchases an appraisal of the property is required.
9. For recreation projects a statement that the land is mandated for public recreation in perpetuity.
10. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.
11. Applicant must comply with all town and state regulations regarding procurement. Projects that total \$10,000.00+ must comply. The town's Chief Procurement Officer can be reached at Wilbraham Town Hall at 413-596-2800 ext. 222.

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BUDGET FORM – FISCAL YEAR 2025

Project Name: _____

Applicant: _____

SOURCES OF FUNDING

Funding Source	Amount	Notes
Community Preservation Act	\$	
Total Project Funding	\$	

PROJECT EXPENSES

Expense	Amount	Please indicate which expenses will be funded by CPA funds
Total Project Expenses	\$	

Please feel free to photocopy or recreate this form if more room is needed.