

# APPLICATION FOR COMMUNITY PRESERVATION FUNDING

## Community Preservation Committee

Wenham Town Hall  
Wenham, Massachusetts 01984

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 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 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 two to five 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 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 material.
11. **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.
12. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.
13. **Copies:** Please submit 10 copies of the application to the address listed above.