

## GREENFIELD COMMUNITY PRESERVATION ACT APPLICATION INSTRUCTIONS

Welcome to the Greenfield Community Preservation Committee Application Process!

Thank you for your interest in applying for a Community Preservation Grant. From beginning to end, this is a nine-step process. We hope this application will be easy for you to follow and respond to. If the application is unclear, please contact Christian LaPlante, 413-772-1548 ext. 4 or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) for more information. Thank you for your interest in making our town a better and more interesting place.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

### Information included in this packet:

- The purpose and limitations of the Community Preservation Act (CPA) (Please see chart on next page)
- A general estimate of the local CPA funding available this year
- Information on who can apply for the CPA funds available to the Greenfield community
- The key dates for this specific round of funding; when funding would be available and the date by which funds should be used
- The role of the Greenfield Community Preservation Committee (GCPC) in assisting in the application for funds and evaluating proposals
- How to request funds for a community project under the CPA
- The process between the request for funding and receipt of funds

### CPC Application Timeline Overview:

- August: Announcement that GCPC funds are available
- September: GCPC Pre-Application Due to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)
- September - October: You should receive a communication from the Greenfield CPC about the status of your pre-application
- November: Full GCPC Application Due to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)
- December - February: GCPC will set a review discussion with you
- April - June: Proposals will be presented to City Council for approval
- June - July: Notification of grants
- June - July—Meet with GCPC/City of Greenfield staff about finalization
- July: Projects receive GCPC contract

### The Application Process:

1. Before filling out an application, look at the allowable spending projects chart (see page 2). The Community Preservation Act (CPA) is very clear about what can and cannot be funded with CPA funds. If your project does not fit into one or more of the "YES" boxes, we are unable to fund it. If your project fits into the "NO" box, please contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) to see if your project might receive funds through another funding program.

And one more thing: We are looking for projects that will be able to start up quickly after we award the money. If you are still a year away from being able to start your project, contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) so we can assist you in moving forward.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

Community Preservation Act Allowable Uses of Funds Source: <https://www.communitypreservation.org/allowable-uses>

- Pre-applications will be accepted in September. The earlier you submit, the earlier we can inform you of the status of your project. If your project fits a "YES" description or if you are not sure, please deliver your one-page pre-application by September 30, 2022 to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov). A sub-committee of the Greenfield Community Preservation Committee (GCPC) will review it and contact you with a message about whether you should continue to step 3 or contact **Christian LaPlante, 413-772-1548 ext. 4** or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) about other funding possibilities.

- Congratulations! You have a project which might be funded through the GCPC funds. Now here is the difficult part. The GCPC can only fund part of most projects because we have very limited funds. So, as you are working on your application, consider where you might get other money to make your project a reality\*. We will ask you for that information on the application form.

The full application will be due on **November 30, 2022**.

Please put your responses in the boxes for each question. If you have additional documents you wish to include or documents that we have requested, please attach them to the end of the application. Additional documents might include a map, a picture or drawing of what you plan to do or something else important to the project. You do not have to have additional documents unless we have requested them as part of your pre-application review.

- On or before **November 30, 2022** at 5 pm, please submit **1 copy of your application** to: GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or emailed to: [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)

You can hand deliver the application, mail it or email it. If you mail it, it must be postmarked by 5 pm on November 30, 2022.

- The GCPC will review your application and within 6 weeks of submission, we will get back to you. It is likely that we will have questions. We may ask for them in writing or for additional documents. The GCPC may ask for a legal opinion on project eligibility if your project is a complicated one.

The GCPC may ask applicants to meet with the committee to discuss questions about their application. We will notify you directly about the date, place and time when we expect to meet with you and whether you should be prepared to bring additional written information. These meetings will be public and posted in keeping with transparency laws

After the public meeting, the GCPC will meet to review what we have learned and, perhaps, make some recommendations, such as:

The GCPC may add conditions to the recommendation or require additional agreements.

The GCPC may recommend the project as proposed or may modify it. It may recommend the full amount of funds requested or a lesser amount. It may also only fund a part of the project and not the entire project.

The GCPC recommendation may include a variety of specific concerns to make sure that the project meets the CPA requirements.

If your project is a complicated one, the GCPC may ask for a legal opinion on project eligibility.

- The GCPC will make its final recommendations to the Greenfield City Council at the first City Council meeting after the applicants have fulfilled GPPC requests for further information, if any. The Greenfield City Council has the final authority to award funds from Greenfield's Community Preservation Act Fund. You will be notified of the date when your proposal is on the City Council agenda. We suggest that you attend that City Council meeting to answer any questions the Councilors might have. At that meeting members of the community may speak in favor of or against the GCPC recommendations during public comment.

7. Projects that have been approved by the Greenfield City Council will receive an award letter with information on the amount of funding provided, any conditions related to the funding, project modifications that are voted by the City Council (if any), Greenfield Community Preservation Act staff contact information and guidelines to move the project forward.
8. If you've made it this far, congratulations, again! You are approved! Now what happens? CPA funds are public funds raised from Greenfield property taxes and from State funding. Projects funded with CPA funds must meet all City and State requirements. The GCPC staff will help you understand what those concerns are and will, with the help of the Greenfield Treasurer's Office, ensure that you meet all the proper requirements. All questions about this should be directed to Christian LaPlante, 413-772-1548 ext. 4 or by email at [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov).
9. As you move ahead with your project, the GCPC staff may ask you for updates on your progress. These updates will track your progress and offer any assistance that you may need.

*Find out if your project can receive money through the CPA*

The purpose of this form is to make sure that all project applications meet the basic requirements of the Community -Preservation Act (CPA). Please look at the attached chart for more information about what the CPA will fund. DO NOT complete the full application form until you hear from the Greenfield Community Preservation Committee that your project is eligible for CPA funds. Please submit this form to: GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or emailed to [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov) by **September 30, 2022**.

We will contact you in October by email or phone with our comments and any requests for additional information for the full application.

Project Title:
Applicant:
Contact Name:
Mailing Address:
Daytime Phone #:
Email Address:
XX
CPA Program Area (check all that apply) (See attached chart for more information)
___ Open Space     ___ Historic Preservation     ___ Community Housing     ___ Recreation
Project Purpose (check all that apply) (See attached chart for more information)
___ Acquisition    ___ Creation    ___ Preservation    ___ Support ___ Rehabilitation/Restoration
Project Description: Please write a brief description of your project in the space below.
XX
For Greenfield CPC Use    ___ Eligible    ___ Not Eligible    ___ Date                  Reviewer
Comments:

Submit this application **by November 30, 2022** to:

Greenfield Community Preservation Committee

% Christian LaPlante

14 Court Square

Greenfield, MA 01301

Or by email: [cpc@greenfield-ma.gov](mailto:cpc@greenfield-ma.gov)

Date submitted: by U.S. mail \_\_\_\_\_, email 30-Nov-2022, or in person \_\_\_\_\_

Project Title: Restore Goodell Pratt Light Shop Equipment for Display
Applicant:Museum of Our Industrial Heritage
Are you an incorporated organization? __X__Y ____N We are a 501.c.3 organization. If not, who is your fiscal sponsor?
Contact Name: Jim Terapane
Mailing Address: 2 Meade Street Greenfield MA 01301
Daytime Phone #: 203-506-0893
Email Address: jterps@verizon.net
Date of Submission: 30-Nov-2022

Total Project Cost	CPA Funds Requested
\$1,200.00	\$1000

CPA Category (Please check a minimum of one category below. Your project may involve more than one category (see CPA chart in application instructions). Please check as many as are appropriate. For instance, your project could be community housing that renovates a historic building. In that case, you would check Historic Preservation and Community Housing.

Open Space ☐

Historic Preservation ☒

Recreation ☐

Community Housing ☐

#### PROJECT DESCRIPTION:

- All of the following must be answered in the space provided
- Include supporting materials as requested or as you believe necessary as attachments

#### 1. Describe the Project

The Museum of Our Industrial Heritage in Greenfield is submitting this Application for the purpose of restoring an antique Goodell-Pratt Light Machine Shop to be used as an active display in the Museum. The Museum currently owns and is storing all of the very rare machinery components of this display (drill-press, horizontal mill, lathe and buffer) and would like to restore and assemble them to working order for museum guests to enjoy. The display requires the restoration and fabrication of support brackets as well as rehabilitation of the motor and controls. It is our intention to use CPA funding to have a local blacksmith in the museum building assist us by duplicating the original components rather than use modern-looking brackets and procure additional pulleys and drive-wheels as needed. We have already acquired additional leather belting and lacing equipment for driving the pulleys and have a vintage table of the correct size.

We feel that having this as a central "live action" component in our museum will enhance the experience and allow us to showcase this rare product which was built in Greenfield over 100 years ago.

#### 2. What are the goals of the proposed project?

The restoration of this small machine shop is significant for many reasons. First, it will serve as an "active" display. A display of this type appeals to some visitors more than "static" displays of individual items. This machinery will also be a small scale model of "lineshaft" power. Local mills and shops used this method to drive machinery from the earliest days of using water power in the region which was a major contributor to the early economic and industrial growth in this region. As an actual product of Goodell-Pratt, this machine represents an interesting period where the company was manufacturing products for use by both tradespeople and "hobbyists", homeowners and entrepreneurs. Lastly this will be used for "hands-on" demonstration of parts being made. Our goal is to use this machine to highlight all of these reasons.

#### 3. Who will benefit from this project and why/how?

All visitors both “in person” and online will benefit from this project. We intend to create videos and document the restoration and once it is completed, the operation of this machine.

4. How will you measure your success?

We will measure our success several ways: From tracking “views” of and videos we create, website statistics and by judging reaction to this part of our facility with visitors. We also hope to engage more schools to encourage student visits.

5. How does this project fit with the requirements of the Community Preservation Act? (See attached chart)

This project is a “Historic Restoration/Rehabilitation” as outlined in the chart.

6. If appropriate, how does this project fit with existing City plans? (See GCPC Plan [\[hyperlink\]](#))

From the GCPC Plan:

Page 22 of the GCPC lists the Museum of Our Industrial Heritage as a component of Greenfields Historical Preservation efforts “through preserving, collecting, and educating the public, with emphasis on our own neighborhood to tell a national story.”

One of the Priorities of Historical Preservation is:

✓ Partner with outdoor recreation interests to extend the existing bike path along the Green River, including memorializing the Wiley Russell dam and adjacent parkland

The Museum of Our Industrial Heritage has been a proponent of this project and would potentially serve as the “first stop” of this effort. We believe this project would support this through the creation of an interactive display for any visitors to our museum.

7. Who is encouraging you with this project? If you have letters from organizations or City boards, please attach them.

We have received endorsement from the Greenfield Historical Commission, and staff at the Discovery Center with whom we collaborate on several efforts.

8. Budget:

Budget Summary

Total Budget	CPA Funds Requested	Funds from Other Sources
\$1,200.00	\$1,000.00	\$200

Complete Budget

Some definitions:

Personnel: Any paid staffing

Equipment: items with a useful life expectancy of more than one year.

Supplies: items with a useful life of less than one year.

Contractual: any work that is done for a limited period of time by a person/organization with specialized skills, e.g. lawyer, surveyor, etc.

Construction: all work done on a particular property or building including erecting, altering or remodeling.

Please leave any category blank that does not apply to your project.

Category	CPA Funds	Other Funds/In kind value (see below)	Total
Personnel	0		0
Equipment	250		250
Supplies	250		250
Contractual	500		500
Construction			
Other			
TOTAL	1000		1000

Other Funds:

- Please identify the other sources of funding including federal, state, or local government or any other sources.
- Cash means that the source is providing funds.
- In kind means that the source is going to give labor or goods, but no cash. In kind support still has value. How much would it cost if you were to pay for the labor or goods?
- Confirmed means that the organization or business has made a commitment to supply the items, labor or funds

Organization	Item	Amount or value	Cash (Please check)	In kind (Please check)	Confirmed (Y or N)
Museum of Industrial Heritage	Miniature lineshaft Belting and lacing	200	X		Y
Museum Volunteers	Fabrication and Assembly	1000		X	Y

9. Timeline:

Please provide a schedule for project implementation. Please include major tasks, e.g. survey, acquisition of historic documents, etc.

Task	Estimated Start	Estimated completion
Begin Fabrication of arms	August 2023	October 2023
Restoration and assembly of components and build new electrical controls.	August 2023	December 2023
Testing	January 2024	February 2024
Put on display for season	May 2024	

10. Implementation:

If you have a project manager already in place, please provide the following information. If you do not yet, have that information, please discuss the process to move forward on that task.

Project Manager (Paid or volunteer)	Phone	Email
Jim Terapane	203-506-0893	Jterps@verizon.net

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Plans for hiring a paid or volunteer project manager:

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11. Maintenance (Leave blank if not applicable to your project)

If your project requires ongoing maintenance, who will be responsible for that for the 5 years after completion? How will that maintenance be funded?

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Maintenance Budget

Year 1	Year 2	Year 3	Year 4	Year 5

To the best of my knowledge and belief, all data in this application are true and correct. This document has been duly authorized by the individual or governing body of the applicant.

Name of authorized representative:

James Terapane

Title, if appropriate

President

Email

jterps@verizon.net

Phone number

203-506-0893

Signature of Authorized Representative

James Terapane

Date Signed

November 30, 2022



✓

**GREENFIELD COMMUNITY PRESERVATION ACT PRE-APPLICATION FORM**

*Find out if your project can receive money through the CPA*

Date submitted: by U.S. mail \_\_\_\_\_, email 9/29/2022, or in person \_\_\_\_\_

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We will contact you in October by email or phone with our comments and any requests for additional information for the full application.

Project Title: <u>RESTORE GAODELL PRATT LIGHT SHOP EQUIPMENT FOR DISPLAY</u>
Applicant: <u>MUSEUM OF OUR INDUSTRIAL HERITAGE</u>
Contact Name: <u>JIM TERAPANE</u>
Mailing Address: <u>2 MEAD STREET</u>
Daytime Phone #: <u>203-506-0893</u>
Email Address: <u>JTERPS@VERIZON.NET</u>
CPA Program Area (check all that apply) (See attached chart for more information)  <input type="checkbox"/> Open Space <input checked="" type="checkbox"/> Historic Preservation <input type="checkbox"/> Community Housing <input type="checkbox"/> Recreation
Project Purpose (check all that apply) (See attached chart for more information)  <input type="checkbox"/> Acquisition <input type="checkbox"/> Creation <input checked="" type="checkbox"/> Preservation <input type="checkbox"/> Support  <input checked="" type="checkbox"/> Rehabilitation/Restoration
Project Description: Please write a brief description of your project in the space below.  <u>- SEE ATTACHED -</u>
For Greenfield CPC Use <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible <sup>10/13/22</sup> Date <u>CPC</u> Reviewer
Comments: <u>Eligible, but must be deemed locally significant by Historical Commission. Also, historical restoration projects must comply with the Secretary of the Interior's Standards for Rehabilitation.</u>

## Greenfield Community Preservation Act Pre-Application Project Description

The Museum of Our Industrial Heritage in Greenfield is submitting this Pre-Application for the purpose of restoring an antique Goodell-Pratt Light Machine Shop to be used as an active display in the Museum. The Museum currently owns and is storing all of the very rare machinery components of this display (drill-press, horizontal mill, lathe and buffer) and would like to restore and assemble them to working order for museum guests to enjoy. The display requires the restoration and fabrication of support brackets as well as rehabilitation of the motor and controls. It is our intention to use CPA funding to have a local blacksmith in the museum building assist us by duplicating the original components rather than use modern-looking brackets and procure additional pulleys and drive-wheels as needed. We have already acquired additional leather belting and lacing equipment for driving the pulleys and have a vintage table of the correct size.

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