

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 for more information. Thank you for your interest in making our town a better and more interesting place.

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
- 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
- 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 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 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. 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 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

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.

- 5.** 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.

- 6.** 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.
- 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.

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 _____, or in person _____

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 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:
CPA Program Area (check all that apply) (See attached chart for more information) <input type="checkbox"/> Open Space <input 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 type="checkbox"/> Preservation <input type="checkbox"/> Support <input type="checkbox"/> Rehabilitation/Restoration
Project Description: Please write a brief description of your project in the space below.
For Greenfield CPC Use <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible <input type="checkbox"/> Date _____ Reviewer
Comments:

GREENFIELD COMMUNITY PRESERVATION ACT APPLICATION FORM

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

Date submitted: by U.S. mail _____, email _____, or in person _____

Project Title:
Applicant:
Are you an incorporated organization? <input type="checkbox"/> Y <input type="checkbox"/> N
If not, who is your fiscal sponsor?
Contact Name:
Mailing Address:
Daytime Phone #:
Email Address:
Date of Submission:

Total Project Cost	CPA Funds Requested
\$	\$

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

2. What are the goals of the proposed project?

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

4. How will you measure your success?

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

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

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

8. Budget:

Budget Summary

Total Budget	CPA Funds Requested	Funds from Other Sources
\$	\$	\$

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			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

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)

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

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

Plans for hiring a paid or volunteer project manager:

--

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?

--

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:

Title, if appropriate

Email

Phone number

Signature of Authorized Representative

Date Signed