

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:

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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:

Title, if appropriate

Email

Phone number

Signature of Authorized Representative

Date Signed