

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 city 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)
- 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 will 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 15, 2023** to GCPC, % Christian LaPlante, 14 Court Square, Greenfield, MA 01301 or cpc@greenfield-ma.gov. 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 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 15, 2023**.

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 15, 2023** at 5 p.m., 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 p.m. on November 15, 2023.

- 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 on the City of Greenfield website (greenfield-ma.gov).

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 after the applicants have fulfilled GCPC 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 Finance Department, 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.