



**1. Project Description:** \_\_\_\_\_

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**2. Project Goals:** \_\_\_\_\_

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**3. Project Benefit & Why:** \_\_\_\_\_

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**4. How Success will be Measured:** \_\_\_\_\_

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**5. How does this Project fulfill the General & Specific Criteria of the Community Preservation Plan:** \_\_\_\_\_

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**6. How does the Community benefit from this Project:** \_\_\_\_\_

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**7. Explain how this Project addresses Community Preservation Plan Goals identified:** \_\_\_\_\_

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**8. What is the nature and level of community support? (include letters of support from Town boards or community groups that have endorsed this Project):** \_\_\_\_\_

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**All the above information (Items 1 – 8) must be answered.** Applications will be deemed incomplete and returned if not completed properly. Please be sure to refer to the NORTHBRIDGE COMMUNITY PRESERVATION PLAN before completing and submitting this Project Application for Community Preservation Funding.

**PROJECT BUDGET**

Budget Summary			
Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$	\$	\$	\$

**Budget Breakdown**

Equipment is generally defined as an item with useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, alternating or remodeling.

Budget Categories	CPA Funds (requested)	Cost Share (other funds)	Total
Personnel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Construction	\$	\$	\$
Other	\$	\$	\$
<b>Total</b>	\$	\$	\$

**Note:** CPA FUNDING FOR ANY CATEGORY REQUIRES COMPETITIVE BIDDING; unless a sole source justification is provided for any category not competitively selected.

Minimum of one (1) recent bid attached

**BUDGET COST SHARING**

Identify the amount of any cost sharing for this project. Sources may include private, federal, state or local government, or any other sources.

Organization	Item	Amount	Type (cash, in-kind, etc.)
		\$	
		\$	
		\$	

**FUNDING**

Attach commitment letters from any organization providing a cost share contribution listed in the Cost Sharing Table of page 3.

**Describe any other attempts (including unsuccessful) to secure funding for this project.**

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Not applicable

**Describe how the value of in-kind contribution was derived.** (in-kind contributions can be defined as a contribution of services or property, donated equipment, buildings or land, or donated supplies)

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Not applicable

**TIMELINE**

**Provide a schedule for project implementation, including a timeline for starting and ending major task and project completion.**

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**IMPLEMENTATION**

**Project Manager Contact Information**

Name: \_\_\_\_\_

Affiliation with Project: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**MAINTENANCE**

**If ongoing maintenance is required, who will be responsible?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If required, how will it be funded?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maintenance Budget**

Year 1	Year 2	Year 3	Year 4	Year 5
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Not applicable

**SITE DOCUMENTATION**

Attach documentation that you have control over the site, such as a Purchase and Sales Agreement, option or Deed.

**ADDITIONAL INFORMATION**

Attach any applicable engineering, architectural drawings, site plans, any other renderings, relevant studies or materials.

Attach any additional information that might benefit the CPC in consideration of this project.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL THE DATA AND INFORMATION PROVIDED FOR IN THIS PROJECT APPLICATION FOR COMMUNITY PRESERVATION FUNDING ARE TRUE AND CORRECT. THE DOCUMENT(S) HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL(S) OR GOVERNING BODY BY THE APPLICANT.

**Authorized Representative**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_ Date Signed: \_\_\_\_\_