



Town Of Holliston, MA

Application Submission Form

Community Preservation Criteria Guidelines.

The Holliston Community Preservation Committee will only consider proposals that are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically,

- The acquisition, creation, and preservation of open space.
- The acquisition, preservation, rehabilitation, and restoration of historic resources.
- The acquisition, creation, and preservation of land for recreational use.
- The acquisition, creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
- The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.

Preference will be given to proposals that address as many of the following general criteria as possible:

Priority areas:

- Preserve the essential character of the Town.
- Save resources that would otherwise be threatened and/or serve a currently underserved population.

Other important criteria include:

- Consistent with current planning documents that have been adopted by the Town.
- Serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible.
- Demonstrate practicality and feasibility, and demonstrate that the project can be implemented expeditiously and within budget.
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Preserve or utilize currently owned Town assets.
- Receive endorsement by town boards or departments.

Is My Project Allowable?: For more information on whether your project meets the legal criteria for CPA funding, please see the following: <https://www.communitypreservation.org/allowable-uses> and <https://www.communitypreservation.org/sites/macpc/files/uploads/dor-allowable-uses-2012.pdf>

Applications must be typewritten or provided as a word processing document using a minimum font size of 11.

Please send one copy of the application electronically (preferred) to cpc@holliston.k12.ma.us or two copies of the application and all supporting documentation to: Holliston Community Preservation Committee, c/o Town Hall, 703 Washington Street, Holliston, MA 01746

Applications must be submitted by January 15th for the May Annual Town Meeting or July 15th for the October Special Town Meeting. Please check the town website for Town Meeting dates. Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, applications will not be accepted after this date.

Review by the Community Preservation Committee

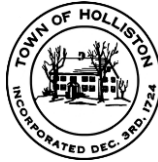
Each application will be acknowledged when it is received. The Committee will invite applicants to attend a scheduled meeting to discuss proposed projects, and will be happy to work with applicants to help structure a proposal so that it qualifies for CPA funding.

Funding Decisions

Final funding decisions are made by the voters at Town Meeting. The CPC will hold a public meeting to discuss its recommendations in accordance with the Town's CPA bylaw, and to vote on whether to recommend a proposal to Town Meeting.

For further information about the application process, visit the CPC Web page at:

<https://www.townofholliston.us/community-preservation-committee>



Town Of Holliston, MA

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee

Holliston Town Hall
703 Washington Street
Holliston, MA 01746
Email:

Name of Applicant/Contact Person:	
Sponsoring Organization, if applicable:	
Mailing Address:	
Daytime Phone:	
Evening Phone:	
Email:	
Name of Proposal	
Date	

Total Project Cost	CPA Funds Requested	Non-CPA Funding Sources	CPA Percent
\$	\$	\$	%

CPA Category (**YOU MUST CHECK OFF A MINIMUM OF ONE CATEGORY**, but may identify more than one category, if applicable to your project) USE THE GRID at the end of this document to support your CPA category selection.

- ☐ **Open Space**
- ☐ **Historic Preservation**
- ☐ **Recreation**
- ☐ **Community Housing**

PROJECT DESCRIPTION:

- **Please answer all of the questions.**
- Applications will be returned as incomplete if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.

1. Describe the project.

2. Goals:

a. What are the goals of the proposed project?

b. Who will benefit and why?

c. How will success be measured?

3. Community Preservation Committee Criteria:

- a. How does the project fulfill the General and Specific Criteria of the Community Preservation Committee Guidelines? (Refer to the specifications in the Guidelines) More information can be found at: <https://www.communitypreservation.org/sites/macpc/files/uploads/dor-allowable-uses-2012.pdf>

4. Community Need:

- a. How does the community benefit from this project?

- b. To your knowledge, does your project fit into existing Town plans? (Such as the Parks and Recreation Plan, Community Plan, etc)

5. Community Support:

- a. What is the nature and level of support? Include letters of support from any Town boards or community groups that have endorsed the project.

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6. Budget:

Budget Summary

Total Project Cost	CPA Funds Requested	Non-CPA Funding Sources	CPA Percent
\$	\$	\$	%

Equipment is generally defined as an item with a 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, altering or remodeling.

Budget Categories (Leave any category blank if not applicable to your project)

	CPA FUNDS	OTHER FUNDS (cost share)	TOTAL
Services			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

NOTE: Attach a minimum of one recent bid in compliance with town bidding requirements

Budget Cost Sharing

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

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

7. Funding:

- a. Attach commitment letters from any organization providing a financial contribution listed in the table above (non-CPA funding sources).
- b. Describe any other attempts (including unsuccessful) to secure funding for this project.

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- c. Are any "Other Funds" in the budget in-kind? If yes, describe how the value of the 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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8. Timeline:

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

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9. Implementation (Project Manager Contact Information if different from applicant)

Who will be the Project manager	
Daytime Phone:	
Evening Phone:	
Email:	

10. **Maintenance:** (LEAVE BLANK IF NOT APPLICABLE TO YOUR PROJECT-REMINDER: CPC CANNOT FUND MAINTENANCE)

a. If ongoing maintenance is required, who will be responsible for it?

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b. How will it be funded?

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TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.
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Authorized Representative

First Name	Last Name	
Title	Telephone Number	
Email:	Fax Number	
Signature of Authorized Representative	Date Signed	