

FUNDING APPLICATION PROCESS

To assist the Holliston Community Preservation Committee (CPC) in reviewing requests for Community Preservation Act funds, please answer the questions below on a separate paper and attach any documentation you think might be helpful. Based on the information provided in this form and the discussion in our scheduled meeting with your group, the CPC will develop its recommendations to be presented to the Holliston Town Meeting. Please see request form provided on this website. Do not hesitate to contact any member of the CPC if you have any questions regarding the information requested. Be advised that CPA funds cannot be used for the maintenance and upkeep of real and personal property. Also, CPA funds cannot replace existing operating funds, only augment them.

The deadline for funding applications is September 30, 2015

1. In a comprehensive statement, please describe your request and how the funds will be applied to promote open space (passive and recreational), historical preservation and/or Community Housing and benefit the Holliston community.
2. Provide a short and long-term plan for the successful completion of the project. Will approval of this request complete the project or will an additional request of CPA funds or a direct request for future funds from Town Meeting be required?
3. Provide a detailed budget for the project by completing the spreadsheet on this website. The spreadsheet is an Excel file with the formulas included so you only need to include your revenue and expenditure estimates. (see directions for downloading below)
4. Please identify any special considerations about the timing of funding. For example, let us know if there are additional benefits of funding the proposal now or negative consequences of a decision to delay the funding.
5. If your entire request cannot be funded initially, please provide a priority list for the various elements of your request.
6. Identify what other funding sources you are seeking for this project.
7. Will CPA funds be used to expand resources by seeking matching funds or using other financial mechanisms? Explain.

CPA Fund Request Form

Click on the title above to download the protected Microsoft Excel Spreadsheet. You may download the form, and enter information in the allowed cells by using the "Tab" key on your keyboard. Save the file and print it for your records. You may either **email** it back to the CPC or bring it to Town Hall.

INVOICE PAYMENT PROCEDURES FROM CPA FUNDS

The Community Preservation Committee (CPC) has established procedures to be followed for the payment of invoices from appropriations funded by Community Preservation Act funds. These procedures have been established in consultation with the Town Accountant. Prior to submitting the invoice(s) for the first time, it would be advisable to check with David Nalchajian, Town Accountant (508-429-0600) to be certain that the appropriate information in a detailed invoice is included in the submission. The Town board, commission, committee or organization requesting the CPA funds is responsible for the supervision of the project and must ensure that the expenses incurred will not exceed the authorized appropriation for the project.

The procedures are:

- A detailed invoice should be submitted that includes information of services provided or work performed with the amount paid on the letterhead of the vendor or Town organization, board or commission. A copy of the vendor's proposal of the work to be performed and the payment schedule should be included to help explain the invoice details and payment request. Receipts do not have to be included with the invoice unless a reimbursement is requested in which case copies of receipts and/or cancelled checks will be required. Town boards, committees or commissions seeking reimbursement should use the Town's Federal tax number in purchasing goods and services so that sales tax is not charged and included in the reimbursement request. New vendors will need to include a W9 form with the initial invoice submission.
- The preferable approach for payment would be for the vendor to incur the expenses for the project and submit the appropriate paperwork to the authorized Town board, committee or organization which would, in turn, submit the request to the CPC which would then transmit the material to the Town Accountant for payment. However, the Town can accommodate modifications of this standard approach if the vendor's proposal submitted proposes a different payment schedule that is accepted by the authorized body.
- Each invoice or group of invoices should be accompanied with the Invoice Submission Form below. This form can be filled out electronically with the information requested. At the far right, the correct Town Meeting date and the appropriation amount from which the invoice(s) will be paid should be stated. This information will facilitate the payment of the invoice. Provide the total request from the invoice(s) submitted in the Total Invoice Request line. Information below that line will be completed by the CPC so do not date or sign the form. Payment will not be approved unless the Invoice Form is completed and attached with the itemized invoice(s). **This form is available on the CPC website to be downloaded and filled out electronically.**
- Each invoice should be itemized and submitted first to the Community Preservation Committee (CPC) for approval. The invoice(s) and CPC Invoice Form can be mailed to the CPC at the address above or put in the CPC's mail box at Town Hall. Any invoice submitted to the Town Accountant without first obtaining CPC approval will be returned to the CPC.
- Once the CPC approves the payment of the invoice, it will be submitted to the Town Accountant to be processed and included in the Town Warrant for payment.