



Hull Community Preservation Committee

Final CPC Application

Mandatory 2-Step Application Process

Due: no later than October 31, 2023



Hull Community Preservation Committee Final CPC Application Due: October 31, 2023

Office Use:
Date Received

IMPORTANT: If a project is town-owned, then you **MUST** get permission to submit a CPC application. Please allow enough time to get on the BOS agenda. It is also important to get before the proper board (Conservation, Historic, Park & Rec, Community Housing) to gain their support with your project.

Project Sponsor or Organization: _____

Address: _____

Contact Person: _____

Phone #: _____

Email: _____

Date: _____

Project Name: _____

Project location:
(Assessor's parcel/ID) _____

Owner: _____

Request Amount: _____

Required When: _____

What Category: Open Space ____ Historical ____ Community Housing ____ Recreation ____

Brief Description of Project: (use a separate page if you need more space)

If you do not have ownership or control of the Project Location/Address, have you received permission from the Owner to apply for funding regarding this project? Yes ____ No ____

Estimated Budget:

Requested Amount from CPA Fund	\$
Funding from Non-CPA sources (if applicable)	\$
Total Project Cost	\$

(It is highly recommended that you include 3 estimates with your cost evaluation)

Project Description:

Answer the following questions in the order listed below. Refer to *Guidelines for CPA Funding Requests* while completing this application. Applications will be returned as incomplete if all information is not provided. Include supporting materials, as necessary.

- 1. Goals:** What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act. Second, explain how the project advances the goals of Hull's most recent open space, land use, affordable housing and historic preservation planning documents.
- 2. Community Need and Public Benefit:** Why is this project needed? How does it benefit the public? Consider the following: people who will directly benefit from the completed project; resources that will be protected because of this project.
- 3. Timeline:** What is the schedule for project implementation? Include a timeline for all milestones. (**Note:** *Projects must be completed within two years of receipt of the grant award unless an extension is given for good cause.*)
- 4. Success Factors:** How will the success of this project be measured? Be as specific as possible.
- 5. Credentials:** How will the experience of the applicant(s) and any contractors contribute to the successful implementation of this project?
- 6. Other Funding:** What additional funding sources are available, committed, or under active consideration? Include copies of commitment letters or rejection letters and describe any other attempts to secure funding for this project.
- 7. Maintenance:** If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future?

Required Attachments:

- **Budget** – Outline the total budget for the project and how CPA funds will be spent. Break down the project by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be designated to each of the four CPA purposes. Make sure to consider the total cost required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include contingency, up to any 10% of the budget. (**Note:** Non-Profit Organizations should also include a current financial statement.)
- **Control of Site:** Attach a statement indicating whether the applicant owns or has a purchase agreement for the property in the Project. If the property is under agreement describe the agreement, including timing and conditions. If the applicant does not have site control, please explain.
- **Community Support:** Include any relevant letters of support for the project including demonstration of other funding sources.
- **Historic preservation projects:** Are required to comply with the "Secretary of the Interior's Standards for the Treatment of Historic Properties" and consulting with a professional who has completed historic preservation projects using these standards. The Secretary of the Interior's Standards are published by the National Park Service and may be accessed online at: <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>
- **Photos:** Please be sure to send photos of your project. If your project is approved by CPC, your digital images will be used for presentations.

Email completed application to CPC Administrator at CPCAdmin@town.hull.ma.us