



TOWN OF AYER
Community Preservation Committee

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to:
Town of Ayer
Community Preservation Committee
1 Main Street
Ayer, MA 01432
Email: cpc@ayer.ma.us

Date: _____

Project Title: _____

Project Street Address (if applicable): _____

Assessors Map Number: _____ **Lot/Parcel Number:** _____

Deed Book Number: _____ **Deed Page Number:** _____

Name(s) of Applicant/Contact Person and Project Manager: _____

Name of Organization: _____

Address: _____

Telephone: _____

Email: _____

Sponsoring Organization (if applicable): _____

CPA Category (Circle all that apply. You must circle a minimum of one category.):

Open Space

Historic Preservation

Recreation

Community Housing

Total Project Cost: \$ _____ CPA Funding Requested: \$ _____

DETAILED NARRATIVE AND PROJECT DESCRIPTION:

- **All of the following MUST be answered in the space provided (or with attachments).**
- Applications will be returned as incomplete if all relevant requested information is not provided.
- Include supporting materials and exhibits as necessary.
- A spreadsheet including the Budget and/or Timeline elements outlined in this application form is also acceptable.
- Please refer to Ayer CPC Funding Application Packet, including Guidelines for Project Submission, Eligibility, and General Criteria, before and while completing this application.

1. Describe the project:

2. Goals:

a. What are the goals of the proposed project?

b. Who will benefit from this project and why?

c. How will success be measured?

3. Community Preservation Committee Criteria:

Which of the General Criteria does this project fulfill and how?

(**Note: The application should address multiple criteria – please address all that apply to speed up the application process.)

4. Statement of Community Need:

a. How does the Town of Ayer, and its residents, benefit from this project?

b. If applicable, explain how this project addresses needs identified in existing Town plans? (i.e. most recent Comprehensive Master Plan, Open Space and Recreation Plan, Community Preservation Plan)

5. Community Support:

What is the nature and level of support? Include letters of support from any Town Committees, Boards, and Departments, as well as local community groups that have reviewed and endorsed the project.

6. Budget:

a. Budget Summary

Total Projected Cost _____

CPA Funds Requested _____

Cost Share Amount and Percent _____

b. Budget Categories (as applicable)

- 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.
- The cost share is very important in giving the application a competitive advantage.)
- **Note:** CPA FUNDING FOR ANY CATEGORY REQUIRES COMPETITIVE BIDDING unless you can provide a sole source justification for any category.

** Attach a minimum of one recent bid**

	CPA Fund	Other Sources (list)	Total
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other (Please Define)			
TOTAL			

c. Budget Cost Sharing

- Identify the amount of cost sharing for this project. Sources include private, federal, state or local government, or any other sources. Use additional pages as necessary.

Organization

Item _____

Amount _____

Type (cash, in-kind, etc.) _____

Organization

Item _____

Amount _____

Type (cash, in-kind, etc.) _____

Organization

Item _____

Amount _____

Type (cash, in-kind, etc.) _____

7. Funding:

- Note below and attach commitment letters from any organization providing a cost share contribution as listed above.

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

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)

8. Timeline:

Provide a schedule for project implementation, including a timeline for starting and ending major tasks as well as a reasonable estimate for project completion. If the project is expected to take multiple years to complete, please break down on a year-by-year basis.

9. Maintenance (if applicable):

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

b. How will it be funded? (Note: CPA funds cannot be used for regular maintenance.)

c. Expected Annual Maintenance Budget (Please include a 5-year budget and documentation of commitment.)

Year one: \$ _____

Year two: \$ _____

Year three: \$ _____

Year four: \$ _____

Year five: \$_____

10. Project/Site Documentation (If applicable) (Submit 1 hard copy and 1 electronic copy):

a. Note below and attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option, or deed.

b. Note below and submit photographs of the “before” status of your project via email to cpc@ayer.ma.us with your electronic submission. If your application is approved, additional photographs of the completed project will be required. These photographs are needed for documentation of the use of Town funds and for use on the web site.

c. Note below and attach any applicable engineering plans, architectural drawings, site plans, as well as any other renderings, relevant studies, historical background summaries, or material.

11. Zoning Compliance.

If applicable, note below and provide evidence that the project does not violate any Zoning by-laws or any other laws or regulations, including environmental. List permits or approvals that may be needed.

12. Is there any additional information that might benefit CPC in consideration of this project?

APPLICANT'S SIGNATURE

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.

Applicant's Signature: _____

Date: _____

Date Application Received _____ Date(s) Reviewed _____

Public Hearing _____ Advance to Town Meeting Y / N