

2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town or regional plans or non-profit organizations, or needs raised in community discussions?

3. **Community Support:** What is the nature and level of support and/or opposition for the project? In particular, with which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

4. **Budget:** What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a 2- to 5-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

5. **Funding:** What other funding sources are committed or under consideration? Include any commitment letters or describes other efforts to secure funding for this project. Is there revenue potential for this project?

6. **Timeline:** What is the schedule for project implementation? Include a timeline for critical elements, expenditures, and receipt of other funds, if any.

7. **Implementation:** Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

8. **Maintenance:** If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a 5-year budget and documentation of commitment.

ADDITIONAL INFORMATION Provide the following additional information, if applicable:

9. **Further Documentation:** Show documentation that indicates your control over the site, such as a Purchase and Sale Agreement, option, or deed. Provide evidence of long-term deed restrictions where required for CPA funding.

10. **Feasibility Reports:** Provide feasibility reports, renderings, assessor's maps, or other relevant studies and materials. Photos, detailed design renderings, and supporting documents such as historic structural and existing conditions reports, also will be helpful in defining the parameters of your project.

11. **Zoning Compliance:** Provide evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental concerns. Include a list of permits or approvals that may be needed.

12. **Other Information:** Include any additional information that might benefit the Community Preservation Committee in the evaluation of this project.

13. **Applicants with multiple requests:** Please prioritize your proposals.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.