

TOWN OF SOMERSET

COMMUNITY PRESERVATION FUNDING GUIDELINES FOR PROJECT SUBMISSION

1. The application process for Community Preservation Funding is twofold. The Application for Community Preservation Eligibility will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an Application for Community Preservation Funding must be completed. The Committee will review both the application for eligibility and that for funding according to the General Criteria outlined below.
2. In order to be considered for recommendation for the May 2019 Annual Town Meeting, you must submit an Application for Community Preservation Eligibility no later than November 5, 2018. The Committee will make a determination on eligibility on each Application within thirty (30) days after the submission of a complete application. Final Applications for Community Preservation Funding must be received no later than January 7, 2019 to be considered for recommendation at the May 2019 Annual Town Meeting.
3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet.
4. Applications should be submitted in nine (9) copies of all project materials to the attention of Somerset Community Preservation Committee, Town Hall, 140 Wood Street, Somerset, MA 02726.
5. Please include any maps, diagrams, and/or photos that pertain to your project.
6. All applicants will be expected to be present at a CPC meeting to answer questions about their proposals. The CPC will set a public meeting schedule to review project proposals in January and February 2019. Applicants will be notified regarding the date of the meeting.
7. If approved, project funding would be available after July 1, 2019 following the Annual Town Meeting.

The Somerset Community Preservation Committee will only consider proposals that are eligible for Community Preservation Act (CPA) funding according to the terms of the CPA legislation; specifically, proposals for:

- The acquisition, preservation, rehabilitation, and restoration of historic resources.
- The acquisition, creation, and preservation of open space.
- 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 which meet as many of the following general criteria as possible:

- Are consistent with current planning documents that have received wide scrutiny and input and have been adopted by the town;
- Save resources that would otherwise be threatened;
- Benefit a currently under-served population;
- Either 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 they 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; and
- Receive endorsement by other municipal boards or departments.

Please note: Except for projects where the Town or any of its departments are the applicant, a Grant Agreement in a form prepared by and acceptable to the Committee must be signed by the Applicant after the project has been approved at Town Meeting but before funds are disbursed.

For further information about the application process or to discuss a project's eligibility, please contact the Committee at the above mailing address.

TOWN OF SOMERSET

**APPLICATION FOR
COMMUNITY PRESERVATION ELIGIBILITY**

Date: _____

Project Title and Location:

Name of Applicant:

Address:

Telephone:

Email:

(All communications between the Committee and the Applicant will be through email.)

This application must be filed with the Somerset Community Preservation Committee, Town Offices Building, 140 Wood Street, Somerset, Massachusetts 02726, no later than November 5, 2018.

If your project involves historic preservation, the Somerset Historical Commission (“Commission”) must make a determination that the historic resource which is the subject of your application is locally significant. Please contact the Commission for details as to how to obtain such determination. (Telephone: (508) 717-7021.) A Certificate indicating that the Commission has made such determination must be filed with this application before the Committee will take any action.

CPA Category (circle all that apply):

**Open Space
Recreation**

**Historic Preservation
Community Housing**

TOWN OF SOMERSET

**APPLICATION FOR
COMMUNITY PRESERVATION FUNDING**

Date: _____

Project Title:

Name of Applicant:

Name of Organization:

Address:

Telephone:

Email:

Assuming the Committee has determined the Project eligible, this application must be filed with the Somerset Community Preservation Committee, Town Hall, 140 Wood Street, Somerset, Massachusetts 02726 no later than January 7, 2019.

CPA Category (circle all that apply):

Open Space

Historic Preservation

Recreation

Community Housing

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

Please attach answers to the following questions. Include supporting materials as necessary.

1. **Project Description:** Please give a detailed project description, including specific objectives.
2. **Goals:** How does this project accomplish the goals of the CPA? (See Guidelines for Project Submission for general criteria)
3. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?
4. **Budget:** Please provide a full budget including the following information, as applicable. (NOTE: CPA funds may not be used for maintenance):
 - a. Total amount of the project cost, with itemization of major components.
 - b. Additional funding sources. Please include those that are available, committed, or under consideration.
 - c. Describe the basis for your budget and the sources of information you used.
5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

Please note: Except for projects where the Town or any of its departments is the applicant, a Grant Agreement in a form prepared by and acceptable to the Committee must be signed by the Applicant after the project has been approved at Town Meeting but before funds are disbursed.

Signature of Applicant or Applicant's Authorized Representative