

TOWN OF WRENTHAM

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 Wrentham Community Preservation Committee (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 applications according to the criteria outlined below.
2. **Application Deadlines**: In order to be considered for recommendation at the November Special Town Meeting, you must submit an Application for Community Preservation Eligibility no later than the previous May 16th. Final Applications for Community Preservation Funding must be received no later than June 13th to be considered for recommendation at the November Special Town Meeting. The Community Preservation Committee (CPC) reserves the right to waive this requirement if circumstances so dictate.
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 via email in pdf format, with pdfs of all project materials, to the attention of the CPC at cpc@wrentham.ma.us. The CPC may also request one or more hard copies of certain materials as necessary for its review.
5. Please include any maps, diagrams, and/or photos that pertain to your project.
6. All applicants will be expected to make a presentation to the CPC, and to answer questions about their proposals. The CPC will set a public meeting schedule to review project proposals. Applicants will be notified regarding the date of the meeting to attend.

Eligibility Criteria:

Under the provisions of the Massachusetts Community Preservation Act [MGL Ch.44B, §5, ¶ b(2)], in order to be eligible for Community Preservation funding, the purpose of your project must be for at least one of the following:

- The acquisition, creation, or preservation of **open space**
- The acquisition, preservation, rehabilitation, or restoration of **historic resources**
- The acquisition, creation, rehabilitation, or preservation of land for **recreational use**
- The acquisition, creation, preservation, or support of **community housing**
- The rehabilitation and restoration of open space or community housing that has been acquired or created using monies from the Community Preservation Fund.

General Criteria:

The Community Preservation Committee will give preference to project proposals which best address the following general criteria:

- Receives endorsement from relevant Town boards or departments.
- Preserves and enhances the character of the town, as described in the Wrentham Community Preservation Plan and other relevant documents
- Addresses, as applicable, recommendations contained in the Wrentham Community Preservation Plan, Open Space and Recreation Plan, the Historical Commission's "Report of Preservation Needs Assessment", and is consistent with other current town-wide planning efforts that have received broad-based scrutiny and can demonstrate wide community support
- Saves resources that would otherwise be threatened

Additional Criteria:

- Demonstrates practicality and feasibility
- Can be implemented expeditiously and within budget
- Produces an advantageous cost/benefit value
- Leverages additional public and/or private funds
- Preserves or utilizes current Town-owned assets
- Does not supplant or replace other previously appropriated municipal funding

For further information about the application process or to discuss a project's eligibility, please contact the CPC at cpc.wrentham.ma.us.

TOWN OF WRENTHAM
APPLICATION PART TWO:
COMMUNITY PRESERVATION FUNDING

Date: _____

Project Title: _____

Name of Applicant: _____

Name of Organization: _____

Address: _____

Telephone: _____

Email: _____

CPA Category (check 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. **Detailed Project Description:** 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?