

TOWN OF EASTHAM • COMMUNITY PRESERVATION COMMITTEE
PROJECT APPLICATION and INFORMATION FORM

DATE: _____

PROJECT TITLE: _____

PURPOSE (*check appropriate category*):

- | | |
|--|---|
| <input type="checkbox"/> Open Space | <input type="checkbox"/> Affordable Housing |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Recreation |

NAME OF APPLICANT: _____

Check One: Town Committee or Department Public Charity Not-for Profit Private Group/Individual

ADDRESS: _____

TELEPHONE: _____ FEDERAL TAX ID NBR (if not-for-profit) _____

EMAIL: _____ WEBSITE: _____

NAMES OF GOVERNING BOARD, TRUSTEES, DIRECTORS, OR MEMBERS:

SUBMITTER or PROJECT DIRECTOR (Name, address, phone number): _____

FUNDING AMOUNT REQUESTED FROM CP FUNDS: _____

Please address the following questions (*see Guidelines for Project Submission, over*):

1. Project description and specific objectives for the project.
2. How does this project accomplish the goals of the CPA?
3. How is it compatible with the Town's Comprehensive Long Range Plan?
4. How does this project impact Eastham's citizens and address current need(s)?
5. What is the estimated or target number of people this project will benefit/affect?
6. How will you measure the success of this project?
7. Projected Action Plan and Timeline: List the steps needed to complete the project.
8. Provide a full budget including the following information, as applicable:
 - a. Total budget for the project.
 - b. Additional revenue sources including private/ public/ in-kind.
 - c. Annual costs/ expenditures once the project is operational.
 - d. Annual cost to the town once the project is operational.
 - e. Potential revenue from the project on an annual basis.
 - f. What is the basis for your budget? What are the sources of information you used? Include three (3) cost estimates / competitive bids.
 - g. Financial sustainability---how will the continuation of the project be secured after the grant?
9. Are there any legal ramifications/impediments to this project? What permits/variances will be needed?
10. If this project entails work done on property owned/controlled by another entity, do you have the authorization of the property owner?

Please submit **12** copies of all project materials to the attention of the Chairperson of the Community Preservation Committee, Eastham Town Hall, 2500 State Highway, Eastham, MA. 02642.

(See over for additional information)

Updated 10/23/2013

GUIDELINES FOR PROJECT SUBMISSION

In order to be considered for recommendation at the Annual Town Meeting in May 2014, applications must be received by the close of business on December 2, 2013. The Community Preservation Committee (CPC) reserves the right to reject an application received after December 2, 2013.

Funds become available on July 1 following the Annual Town Meeting. Projects may have timelines extending to a maximum of five years.

Be sure to include any maps, diagrams, photos, bids, cost estimates and other supporting documentation that pertains to your project. Also indicate any permits, variances, etc. which may be required under Eastham's Zoning By-law. *It is the responsibility of the applicant to ensure the completeness of the application.*

Please consider the following category-specific factors, as applicable. A project need only address some of the factors in a specific category: For additional information, please view "Project Criteria and Guidelines" on the Eastham CPC website.

OPEN SPACE:

- Protects water supply/aquifer
- Protects or borders wetlands
- Linkage with existing conservation lands
- Wildlife preserve/plant habitat
- Open, visible space along roadway
- Enhances or creates a scenic vista
- Preserves a threatened resource

AFFORDABLE HOUSING:

- Reuses existing buildings
- Involves construction of new buildings on a previously developed site
- Helps people become first-time home buyers
- Promotes/maintains diversity in housing
- Creates rental housing

HISTORIC PRESERVATION:

- Long-term historical significance
- Preserves a significant historical Eastham feature
- Available for public use
- Has long-term multi-generational benefits
- Provides educational component

RECREATION:

- Acquires land suitable as is for recreation
- Creates recreational facilities (The Act prohibits CP funds from being used to acquire or create or preserve facilities or land for a stadium, gymnasium, or similar structures.)
- Preserves or restores existing recreational facilities (The Act prohibits funds from being used for maintenance.)

If you have any questions, please contact the Community Preservation Committee well in advance of the project submission date. For your guidance, the Town Clerk's office maintains copies of prior successful projects.

Eastham Community Preservation Committee Members

Robert Mumford, Chair	Member-at-Large	508-255-3689
Peter Wade, Vice Chair	Open Space Representative	508-237-1399
Judith Poulin, Clerk	Member-at-Large	508-255-3339
Edward Brookshire	Eastham Housing Authority Representative	
Josiah Holden Camp, Jr.	Historical Commission Representative	508-240-2409
Edmund Casarella	Recreation Commission Representative	508-255-0573
Linda Haspel	Conservation Commission Representative	508-240-1666
Lisa Panaccione	Planning Board Representative	508-240-0033
<i>Member to be named</i>	Member-at-Large	
<i>John Knight</i>	Board of Selectmen Liaison	508-240-5900