

TOWN OF EAST LONGMEADOW  
**COMMUNITY PRESERVATION COMMITTEE**  
60 CENTER SQUARE • EAST LONGMEADOW, MA 01028 • 413-525-5400 x 1102

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## **APPLICATION INSTRUCTIONS**

### **Step 1: Submit Application**

- All proposals for Community Preservation Act (CPA) funding must be submitted using the following application form.
- Project proposals will be accepted by April 1 or October 1 of any year for possible consideration by the Community Preservation Committee (CPC) and approval by the Town Council.
- Proposals received after the deadline will be held for consideration for the next funding cycle.
- Applications must be typewritten and must include a project budget and timeline.
- The CPC reserves the right to cancel a funding round at its own discretion, or to decline to recommend funding for any project during a funding round.
- Applicants are also required to include other supporting information that addresses the funding guidelines adopted by the CPC such as: Photographs of site; Description of proposed use of site; Plans, architectural renderings, studies, etc.; Historical Register Nomination forms; Indication of support for the project; Proof of other funding sources

Please return the signed proposal and all attachments to:

Community Preservation Committee  
c/o Town Manager  
East Longmeadow Town Hall  
60 Center Square  
East Longmeadow, MA 01028

Failure to comply with the above instructions shall be grounds for rejection of the proposal.

### **Step 2: Presentation and Community Preservation Committee Review**

Once a proposal is received, the CPC will review it and report back to the applicant regarding the proposal's status. The CPC may schedule a time during a regular CPC meeting for the applicant to make a presentation. Once all applications for a given deadline have been reviewed, the CPC will discuss the proposals and make funding recommendations.

### **Step 3: Town Council Approval**

If the project is approved by the CPC, the CPC along with the applicant must submit the project to the Town Council for final approval.

### **Step 4: Implementation**

Upon appropriation of the funds, the recipient must agree to provide status reports on project completion on a schedule to be established by the CPC and must submit all bills and expenses to the CPC for payment. At the completion of the project the applicant must present a final written report to the CPC and appear in person to respond to any questions the CPC may have.



**COMMUNITY PRESERVATION COMMITTEE  
TOWN HALL, 60 CENTER SQUARE  
EAST LONGMEADOW, MA 01028  
PROJECT PROPOSAL FORM**

PROJECT TITLE: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

Sponsoring Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are supporting documents attached to this form? Yes  Number of Pages: \_\_\_\_\_

Please indicate to which of the Community Preservation categories this project applies:

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

PLEASE ATTACH THE FOLLOWING INFORMATION. Please respond to each question separately, indicating the question number. Please type all responses.

1. General project description and goals and projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: What is the nature of support for this project?
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?
6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

Additional information, if applicable:

7. Documentation that the applicant has control over the site.
8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of East Longmeadow.

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Community Preservation Committee Use*

Received on: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_ Recommendation: \_\_\_\_\_ Amount: \_\_\_\_\_



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**BUDGET FORM**

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

<b>SOURCES OF FUNDING</b>		
<b>Source</b>	<b>Amount</b>	
Community Preservation Act Fund	\$	
<b>Total Project Funding</b>	<b>\$</b>	
<b>PROJECT EXPENSES</b>		
<b>Expense</b>	<b>Amount</b>	<b>Indicate if expense is funded by CPA</b>
	\$	
<b>Total Project Expenses</b>	<b>\$</b>	

Copy or recreate this form if more space is needed.