

## CPA PROJECT APPLICATION

Community Preservation Committee  
66 Westford Street  
Carlisle, MA 01741  
TEL: 978-369-6155 (Town Clerk) FAX: 978-371-0594

Thank you for your interest in submitting a Community Preservation Act (“CPA”) project application to the Carlisle Community Preservation Committee (“CPC”). We appreciate your care and concern for the Carlisle community. We are willing to assist where we can and we look forward to reviewing your application.

Please keep in mind the following parameters:

1. Project funding requests must be submitted in writing to the CPC using the Project Application.
2. The Project Application must be completed in its entirety for consideration.
3. Requests must be documented with appropriate support information.
4. If the request is part of a multi-year project, include the total project cost and yearly appropriations sought.
5. Applications must be eligible for funding from Community Preservation Act funds. The Community Preservation Coalition and the MA Department of Revenue have resources to assist applicants in determining eligibility.
6. For applications that have multiple project requests, please prioritize projects.

Please note that applications for studies, assessments, and plans are discouraged.

Applications must be submitted to Town Hall by **July 31, 2023** to be eligible for consideration at the October, 2023 Town Meeting. **Please submit one hard copy of each complete project application to Ryan McLane, Town Administrator, (second floor, Town Hall) or email him at [rmclane@carlislema.gov](mailto:rmclane@carlislema.gov).**

The CPC will review all applications and invite project applicants to a CPC meeting to present their project and answer questions. The CPC may work with an applicant to change the scope of a project, adjust the project amount, or otherwise revise a project based on whether the project meets the goals of the Town of Carlisle and the CPA. The CPC will vote on each application and make recommendations at Town Meeting as to which applications should be funded with CPA monies.

Please contact Drew McMorrow, Chairman of the CPC, at [dmcorrow@ballentinepartners.com](mailto:dmcorrow@ballentinepartners.com) or 978-860-0904, if you have any questions regarding your application.

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**Please type your responses to the following questions:**

**1. Project Overview, Contact Information, Signatures**

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

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

Amount Requested: \_\_\_\_\_

Sponsoring Board or  
other organization(s)  
(as applicable): \_\_\_\_\_

Primary Contact Person:

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

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose: (please select all that apply)

- Community Housing
- Historic Preservation
- Open Space
- Recreation

Project location or address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairman of  
Sponsoring Board  
or other organization  
(as applicable): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

2. **Project Summary**

Provide a summary of the project.

3. **Project Description**

Provide a complete description of the project.

4. **Responsible Parties**

Who will implement the project? Is there a project manager? Please list the name and contact information of these persons and any additional responsible parties – i.e. property owner, consultant (if applicable).

5. **Timeline**

When will the project begin? When will it be completed? Are there multiple stages for the project?

6. **Project Purpose**

State the purpose of the project and indicate how the project meets the general and specific criteria for funding CPA projects (see “Criteria for Project Consideration & Recommendation by CPC”). How will the project benefit the Town of Carlisle? Address current and/or future community needs? Impact Carlisle’s citizens? Preserve Carlisle’s character? Why should this project be funded this year?

7. **Community Support**

What is the nature and level of community support for this project?

8. **Jurisdiction or Ownership of Project Site**

Indicate if the applicant has jurisdiction or ownership of the project site. If applicable, attach a copy of the deed or purchase agreement for the property.

9. **Permitting Requirements and Endorsements**

List permits or endorsements needed for completion of project, including any special permit, variance or other approval required by any Town of Carlisle Board or Committee.

10. **Project Budget**

Attach a project budget. Expenditures and estimate costs must be clearly identified and back-up documentation provided. If the project is expected to last more than one year, delineate the budget for each year. Distinguish between hard and soft costs. List any additional or alternate funding sources for the project. **CPA funds cannot be used for maintenance.** If ongoing maintenance is required, who will be responsible and how will it be funded? Indicate anticipated annual income (if any).

**11. Attachments**

List all attachments, including, but not limited to, photos, plans, maps, quotes, costs, estimates, and letters of endorsement.