

CPA PROJECT APPLICATION

Community Preservation Committee
66 Westford Street, Carlisle, MA 01741
TEL: 978-369-6136 (Executive Assistant)

Thank you for your interest in submitting a Community Preservation Act (“CPA”) project application to the Carlisle Community Preservation Committee (“CPC”). CPA funds provide the opportunity to support projects to enhance our community in the areas of outdoor recreation, historic preservation, open space, and community affordable housing. The CPC looks forward to reviewing your application and is available to answer questions and aid at any point in the process. (See the current list of CPC members on the town website.)

Please keep in mind the following parameters:

1. Project funding requests must be submitted using the Project Application Form provided below.
2. The Project Application must be completed in its entirety for consideration. It is permissible to provide additional information if the application has been submitted on time, as long as it does not substantially alter the project.
3. Requests must be documented with appropriate support information, including cost estimates from appropriate vendors.
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. Please note that CPA funds may not be used for ongoing maintenance.
6. For applications that have multiple project requests, please prioritize projects.

Applications must be submitted to **Town Hall no later than Monday, February 2, 2026, 12pm** to be eligible for consideration. Please email the completed application to Gretchen Gallimore, Executive Assistant, Carlisle Select Board, GGallimore@carlislema.gov. Applications may be submitted at any time during the funding cycle up to the final deadline.

The CPC will review all applications and may invite project applicants to a CPC meeting to present their project and answer questions. The CPC may work with an applicant to change or revise 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 Barney Arnold, Chair of the CPC, at Barney4Carlisle@gmail.com, or Gretchen Gallimore, Executive Assistant, Carlisle Select Board, GGallimore@carlislema.gov if you have any questions regarding your application.

The Application Form begins on the next page.

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Please type your responses to the following questions:

Project Overview, Contact Information, Signatures

Project Name:

Project Applicant(s):

Amount Requested:

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

Primary Contact Person, print name:

Street Address:

Phone Number:

Email Address:

Purpose: (please select all that apply)

- Community Housing
- Historic Preservation
- Open Space
- Outdoor Recreation

Project location or address:

Signature of Applicant: _____

Print name: _____ Date: _____

Signature of Chair of Sponsoring Board/Committee
or other organization (as applicable): _____

Print name: _____ Date: _____

1. **Provide a full description of the project.**

2. **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).

3. **Timeline:** When will the project begin? When will it be completed? Are there multiple stages for the project?

4. **Project Purpose:** State the purpose(s) of the project and indicate how the project meets the general and specific criteria for funding CPA projects (see [Is Our Project Allowable? | Community Preservation Coalition](#)).

5. How will the project:
 - a. benefit the Town of Carlisle?

 - b. address current and/or future community needs, including recommendations in the Carlisle Master Plan?

 - c. impact Carlisle citizens of various ages?

 - d. preserve Carlisle's character?

6. If approved, is the project ready to be implemented in the next fiscal year? Explain.

7. Why should this project be funded this year?

8. **Community Support:** What is the nature and level of community support for this project? Describe the *completed* outreach to town boards, committees and other organizations and the results. List other groups still to be contacted.

9. **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.

10. **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.

11. **Project Budget:** Attach a project budget. Expenditures and estimate of costs must be clearly defined, itemized, 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 (for ex. building materials) and soft costs (for ex. permits, fees). List any additional or alternate funding sources for the project. CPA funds cannot be used for maintenance. If ongoing maintenance is required, provide an estimate of the yearly maintenance costs, who will be responsible and how it will be funded.

If relevant, describe any potential or committed annual income and the sources.

Grant funds are paid out upon the submission to the Carlisle Town Accountant of the appropriate documentation, such as receipts for reimbursement, or invoices to be paid. CPA funds are not released to the grantee for general startup expenses.

Attachments: Include all attachments here, such as photos, plans, maps, quotes, costs, estimates, and letters of endorsement and support.