

Application Requirements:

A complete application consists of **this application form** (the “Application” – Please note that failure to use this Application form will be immediately deemed an incomplete application and will be rejected by the Committee) **fully and properly signed by the applicant**, accompanied by the following:

1. A detailed description of the project explaining how your proposal benefits the Town of Scituate and how it meets Community Preservation Act (“CPA”) goals and selection criteria outlined at the end of this Application. Are there any special permits, variances or other approvals required? Are there any legal ramifications or impediments to this project?
2. A detailed project budget including any additional revenue sources. Please attach documentation supporting the project budget and the manner derived, as well as a detailed description of any revenue sources and basis for revenue estimates. Will there be any annual costs to the Town of Scituate once the project is completed?
3. A project time line.
4. Additional supporting information such as photographs, plot plans, and maps (if applicable).

In order to conserve on paper, please send an electronic copy of your application on compact disc in either Word or Adobe Acrobat format, plus three (3) complete printed copies of your application and all exhibits and attachments. If you cannot provide an electronic copy with attachments, please send twelve (**12**) **copies** of your completed application. Applications should be sent to: The Community Preservation Committee, Scituate Town Hall, 600 Chief Justice Cushing Highway, Scituate, MA 02066. Applications may also be dropped off at the Town Clerk’s office on the first floor of Scituate Town Hall. Applications are deemed received based upon (i) the postmark, if mailed; or (ii) the time and date stamp from the Town Clerk, if hand delivered. Absent evidence of the filing date as listed above, applications will be deemed received when actually received by the Community Preservation Committee (the “CPC”).

Eligibility for Funding

The Town of Scituate is pleased to be able to make CPA funds available as a resource to applicants who propose projects that will benefit the Town of Scituate, meet the requirement of the CPA, including generally one or more of the following components:

1. The acquisition, creation and preservation of open space;
2. The acquisition and preservation of historical resources;
3. The creation, preservation and support of community housing; and/or
4. The acquisition, creation and preservation of land for recreational use.

The Community Preservation Committee (“CPC” or the “Committee”) encourages applicants to propose projects that encompass more than one of the above categories. Use of CPA funds may **not** include uses not allowed by the CPA, including maintenance of real or personal property or **use of land for a stadium, gymnasium or similar structures.**

The recording of a deed restriction affecting the real property portion of any a project is required on any projects utilizing CPA funding, by the CPA and the rules of the CPC.

Notwithstanding anything to the contrary in this Application, **ALL** proposed projects must meet the requirements of the CPA set forth in M.G.L. 44B, Chapter 267 of the Acts of 2000 and Chapter 165 of the Acts of 2002, as it may be amended. Copies of the CPA are available at the Clerk’s Office in Scituate Town Hall and online at <http://www.massachusettslaws.com>. Information about the CPA is also available on the Community Preservation Coalition website at <http://www.communitypreservation.org>