

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

1. A detailed description of the project explaining how your proposal benefits the Town and how it meets CPA funding guidelines, 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, grants available, and basis for revenue estimates. Will there be any annual costs to the Town of Scituate once the project is completed? If yes, a budget of estimated annual costs is to be provided.
3. A project time line.
4. Additional supporting information such as photographs, deeds, title abstract, maps/plans, surveys, etc. In order to conserve 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 and all exhibits and attachments;. If you cannot provide an electronic copy, please send ten **(10) copies** of your complete Application. Applications should be sent to: The Community Preservation Committee, Scituate Town Hall, 600 Chief Justice Cushing Highway, Scituate, MA 02066. Applications may 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; or (ii) the time 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 Committee 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 CPC 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 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.

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 online at <http://www.massachusettslaws.com>. Information about the CPA is also available on the Community Preservation Coalition website at <http://www.ScituateCPC.org>