

## **Proposal Review Process**

### **Application for Eligibility: (optional)**

The Application for Eligibility is optional and may assist by providing applicants with a determination of whether or not a project qualifies for CPA funding, before completing the more detailed Application for Funding. The CPC generally meets on the 2<sup>nd</sup> Monday of each month. Please check the CPC Web site (<http://www.scituatecpc.org>) for an updated schedule of future meetings. An Application for Eligibility must be submitted by the end of the preceding month for consideration at the upcoming CPC meeting. A complete description of the project must be provided in order for a determination of eligibility to be made. The Committee may request that you attend and present your project in order to make such determination. All determinations of project eligibility are preliminary and are subject to review by the CPC in the Application for Funding Process. Incomplete information regarding the project may adversely affect the Committee's ability to make such a determination, so please describe your project and all aspects that you believe qualify it for CPA funding.

### **Application for Funding:**

1. Copies of completed Applications are made available to all CPC members. The Committee reviews each Application to determine if the Application qualifies for CPA funding. If a project is determined not to be eligible for CPA funding, no further action is taken on that application.

2. At the request of the Applicant or a CPC member, the CPC may schedule an interview and/or site visit with the Applicant, which may be attended by any CPC member. The CPC may also appoint a member to act as the liaison for that application to assist in ascertaining complete information about the project for presentation to the Committee.

3. The CPC will evaluate applications using the following criteria, which will be considered to the extent applicable and weighted as deemed advisable by each Committee member, as to each application/project:

- How the project meets the goals of the CPA
- How the project benefits the Town of Scituate and its residents
- The project's consistency with the Town of Scituate's Master Plan, Open Space and Recreation Plan, and other planning documents
- The project's feasibility and affordability
- Urgency, need or opportunity for the project
- How the project serves a currently under-served population
- How the project meets multiple needs and serves multiple populations
- How or if the project addresses multiple categories of the CPA
- Whether or not the project has means of financial support for future maintenance
- How the project enhances Town of Scituate assets
- Whether or not the project has multiple sources of funding
- Other relevant considerations consistent with the CPA

4. The CPC will vote on which applications to recommend to Town Meeting. Please note that satisfying any or all criteria does not in any way guarantee that the CPC will recommend a proposal to Town Meeting. The CPC considers the applicable criteria, as well as its own funding sources, reserves, and past and future expenditures, and its goals in its evaluation and determination of

which projects to recommend,. Each member makes his/her own evaluation of a project, weighting any and all factors in such manner as he/she determines important and relevant, and votes accordingly. Only applications actually recommended by a majority vote of the CPC are eligible for consideration at Town Meeting.

5. Town Meeting approval is required to approve a project for funding. CPC recommendation of a project does not guarantee Town Meeting approval of funding.

6. Applications approved by Town Meeting are funded by the CPC and implemented by the Applicant. The CPC does not manage or administer the project. Project funds are generally not available until after July 1 of the fiscal year beginning subsequent to the Annual Town Meeting at which a project is approved.

7. Upon a decision on an Application, the Committee will endeavor to notify the Applicant of its action on the Application, but failure of any such notice shall not affect the Committee's decision.