C.P.C. GUIDELINES FOR PROJECT SUBMISSION

1. Requests may be received at any time but for the Annual Town Meeting, April 2027, must be submitted and in the Town Hall by Friday, September 25, 2026 at 4:00 pm. Applications will not be presented at any Special Town Meeting except at the sole discretion of the Committee.

2. Funds are available on the July 1 following the Annual Town Meeting.

3. Please include the form on page 2, the required documentation on page 3, and any plans, maps, diagrams, and/or photos that pertain to your project.

4. For each project, please consider the following factors as applicable. A project need only address some of the factors in a specific category:

Open Space/Recreation

a. Protects or borders wetlands.
b. Linkage with existing conservation lands
c. Wildlife preserve/plant habitat
d. Open, visible space along roadway
e. "Pocket Park" in built-up area
f. Enhances or creates a scenic vista
g. Preserves threatened resources
h. Creates recreational facilities(The Act prohibits using CPA funds to acquire or create or preserve facilities for land for a stadium, gymnasium or similar structure)
i. Preserves or restores existing recreation facilities(The Act prohibits using fund for maintenance)

Historic Preservation

a. Long-term historical significance
b. Preserves a significant historical Edgartown/Vineyard feature
c. Available for public use
d. Has long-term multigenerational benefits

Affordable Housing

a. Reuses existing buildings
b. Involves construction of new buildings on a previously developed site
c. Helps people become first-time home buyers
d. Project doesn't require special permitting
e. Promotes/maintains diversity in housing stock

All projects subject to Mass. General Law Public Procurement Procedures

*** Project funds must be expended within 3 years from the July 1st they are awarded. An application for extension may be submitted before those funds expire and may be granted or denied at the sole discretion of the Committee. Any unexpended funds that are not granted an extension will be returned to the fund they came out of at the next Town Meeting. ***

*** During Funding Period a progress report of your project is due every December 31st***

Please submit 8 paper copies of all project materials to the Community Preservation Committee, P.O. Box 5158, Edgartown, MA 02539 or hand deliver to the Selectboard's Office at Town Hall.

A digital Copy is also required to be sent to krose@edgartown-ma.us.

If you have any questions, please contact Kristy Rose at 508-627-6180 or krose@edgartown-ma.us

TOWN OF EDGARTOWN
Community Preservation Committee
70 Main Street, P.O. Box 5158
Edgartown, MA 02539
508-627-6180

Date:_____

APPLICATION AND APPLICANT INFORMATION FORM

AMOUNT REQUESTED $ _____

Purpose (please check each that apply):

Open Space/ Recreation ____ Affordable Housing _____ Historic Preservation ____

Sponsor Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ E-Mail: _____

Summary of Proposal:

Brief Description of Project: (You will be attaching a more detailed description as required in #1 on page 3) _____

_____

_____

List Sponsors (including, if applicable, governing Boards, Trustees, Directors, Management, etc...

_____

_____

Supporting Town Committee(s) ("NA" if none) _____

Submitter or Project Director:

Name _____ Telephone# _____

E-Mail _____

****This form is required with your application packet****

REQUIRED DOCUMENTS AND INFORMATION

Please address all the following topics. This information is required for consideration of your project (attach to page 2):

1. **Detailed** project description, specific objectives for the project and Sponsor's experience in similar projects.

2. How does this project accomplish the goals of the CPA?

3. How does this project impact Edgartown's citizens and address current need? What is the estimated or target number of people this project will benefit/effect? How will you measure the success of this project?

4. Projected Action Plan and Timeline including major steps needed to complete the project.

5. Provide **detailed** financial information including the following, as applicable:

   * Initial Capital budget and proposed schedule of CPC disbursement of funds, should application be accepted;

   * Other revenue sources including private/public funds or in-kind contributions;

   * Annual revenue and operating costs, once the project is operational;

   * Annual cost to the town, once the project is operational;

   * What are the key assumptions in the budget? What are the risks?

   * Financial sustainability – how will the continuation of the project be secured after the grant?

6. Are there any legal ramifications and/or impediments to this project?

7. Do you have the authorization of the property owner? What permits/orders/licenses will be required from which Town, Regional or Federal Agencies?

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If you have any questions, please contact Kristy Rose, CPC Administrator at 508-627-6180 or krose@edgartown-ma.us