

## Guidelines for Submission

- 1) Each project must be submitted with the Community Preservation Committee Project Submission Form.
- 2) Request must include documentation and appropriate support information that establishes:
  - a. How the project fits within the one of more of the core interests of the Community Preservation Act.
  - b. The community need for the project.
  - c. Support from an appropriate Town Committee, Commission, or Board.
- 3) Appropriate documentation supporting additional funding sources, including but not limited to applications, response letters, and/or program information.
- 4) Project Budgeting information, quoted cost information when possible, including total project cost.
- 5) Scheduling information and supporting information for the project's estimated timeline.
- 6) Documentation supporting Georgetown planning goals.
- 7) Projects long term financial support and budget information.
- 8) List of permitting requirements.
- 9) An executive summary of the project.

Additional information may be required.

Project applications are rated for selection based on the appropriate criteria for the project representing one or more core community concerns of the act. If the project is selected a representative must be provided to be the focal person supporting the project. A presentation will be required for a public hearing and for town meeting.

Each project may require notification of abutters within 300' (feet). The Town Assessor can provide a certified list.

**In order to eliminate redundant projects or duplication of efforts, it is highly recommended that anyone interested in submitting a project first send a suggestion form to the CPC.**

Please keep in mind that there are legal limitations on projects that are funded by the CPA. For a list of suggested eligible uses or a copy of the rating criteria, please visit the Georgetown CPC website at [www.georgetowncpc.com](http://www.georgetowncpc.com).

For more information about the CPA, visit [www.communitypreservation.org](http://www.communitypreservation.org), or [www.state.ma.us/envir/cpa](http://www.state.ma.us/envir/cpa).