

**Stockbridge Community Preservation Committee
Project Submission Sheet
Request for Proposals**

Submitter: _____ Submission Date: _____
 Address: _____ Purpose: (Please select all that apply)
 _____ Open Space
 _____ Affordable Housing
 Telephone: _____ Historic Preservation
 _____ Recreation
 E-mail: _____
 Town committee (if applicable) _____

Project Name: _____

Questions 1, 2, 3 should be answered on attached sheets. Try to provide as much specificity as possible, keeping each answer to less than 400 words.

- 1) Description of the Project.
 - 1.1) A *one sentence* summary of the project.
 - 1.2) Additional information (within the @ 400-word limit) as applicable.
- 2) The CPA fit. How does this project help to preserve and enhance the character of Stockbridge?
- 3) Funding. Why is the funding you request essential - - not available through other government sources? How will CPA funding be leveraged to maximize other government and/or private sources?

COST SUMMARY

Fiscal Year	Total Cost	CPC Funds Requested	Other Funding Sources
2019			
2020			
2021			
2022			
2023			
Total			

For Community Preservation Committee Use

Received on: _____ | Associated Town Committee: _____

Reviewed on: _____ | Determination: _____

STOCKBRIDGE COMMUNITY PRESERVATION COMMITTEE REQUEST FOR PROPOSALS

Guidelines

The Committee will review all requests for funds in the Town's dedicated account established by the adoption of the Community Preservation Act (CPA) by the citizens of the Town of Stockbridge in 2002 at Town Meeting. Approved projects will be submitted to the 2018 Annual Town Meeting for consideration in the budget for the fiscal year of 2019, which begins July 1, 2018 and ends June 30, 2019. Please observe the following:

- Project Submission Sheet must be completed.
- Requests should be for FY2019, or for extended projects for up to five years, from FY2019 through FY2023.
- Letters of support are encouraged.
- For all projects, green/sustainable methods are encouraged. Specify how these objectives are being addressed.
- Specify how CPA funding will complement other funding sources.
- Provide quotes for costs whenever possible. If not, explain cost estimates.
- If your request is part of a longer-term project, include total project costs. A piecemeal approach is discouraged.
- Departments or agencies with multiple project requests should prioritize these projects. Keep in mind the legal limitations for which CPA funds can be used. For online information about the CPA, go to www.communitypreservation.org.
- If you have further questions, please call 298-3411.
- **Proposals for FY2019 must be submitted by Friday, February 9, 2018, 12 NOON.** Please submit your application digitally along with one hard copy. Send digital applications to communitypreservationcommission@townofstockbridge.com along with 10 copies of the completed Project Submission Sheet and attachments to the Stockbridge Selectmen's Office, Town Offices, 50 Main Street. Attn: Community Preservation Committee. Also submit an *additional copy* to the Stockbridge Historical Commission if you are applying under Historic Preservation.

The Committee requires a follow-up letter reporting the progress of the funded project to be submitted annually until the project is completed. If a project should be abandoned for some reason, the Committee requires a letter of notification to that effect so that the allocated money may revert to the Town's CPA general fund. No subsequent projects will be considered until and unless the annual project report(s) has been received.

If awarded, the approved project must be completed within 3 years from the date of the vote at Town Meeting. You may file for an extension 1 month prior to the expiration. All requests for an extension must be addressed to the chair in writing. The Committee will review your request and let you know its determination.

Any form of publicity, including brochures and signage, shall acknowledge the use of CPA funding with the following credit line: **This project is funded wholly or in part by the citizens of Stockbridge under the provisions of the Massachusetts Community Preservation Act.**