

**TOWN OF HAMILTON
COMMUNITY PRESERVATION FUNDING
GUIDELINES FOR PROJECT SUBMISSION**

1. The application process for Community Preservation Funding is twofold. The Application for Community Preservation Eligibility will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an Application for Community Preservation Funding must be completed. The Committee will review both the application for eligibility and that for funding according to the General Criteria outlined below.
2. In order to be considered for recommendation for the spring Annual Town Meeting, you must submit an Application for Community Preservation Eligibility no later than January 2, 2014. Final Applications for Community Preservation Funding must be received no later than February 13, 2014 to be considered for recommendation at the spring Annual Town Meeting, except for urgent situations or other exceptional circumstances.
3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet. Applications must be filled out completely, with each question fully answered.
4. Applications should be submitted in ten (10) copies of all project materials to the attention of Christine Berry, Coordinator, Community Preservation Committee, Town Hall, P.O. Box 429, 577 Bay Road, Hamilton, MA 01936.
5. Please include any maps, diagrams, and/or photos that pertain to your project.
6. All applicants will be expected to be present at a CPC meeting to answer questions about their proposals. The CPC will set a public meeting schedule to review project proposals in January and February. Applicants will be notified regarding the date of the meeting they should attend.
7. The CPC will discuss its project recommendations with the Selectmen and Finance Committee before preparing a Warrant Article for Town Meeting approval, including the funding format (i.e. bond)
8. If approved, project funding would be available on July 1st following the Annual Town Meeting.
9. Following approval at Town Meeting, grantees will receive a formal grant award letter informing them of quarterly reporting deadlines, billing procedures, project schedules, and the two-year deadline for which projects must be completed.
10. It will be expected that all CPA projects commence within six months of receipt of the grant award letter.