

TOWN OF HAMILTON
COMMUNITY PRESERVATION FUNDING
GUIDELINES FOR PROJECT SUBMISSION
FOR FISCAL YEAR 2013

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 Hamilton's Community Preservation Plan found on our website and the General Criteria outlined below.
2. In order to be considered for recommendation for the May 2012 Annual Town Meeting, you must submit an Application for Community Preservation Eligibility no later than October 28, 2011. Final Applications for Community Preservation Funding must be received no later than December 2, 2012 to be considered for recommendation at the May 2012 Annual Town Meeting.
3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Eligibility/Funding as a cover sheet.
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 2012. 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 with project recommendations for Town Meeting approval.
8. If approved, project funding would be available on July 1, 2012 following the Annual Town Meeting. **No reimbursements will be made for expenses incurred prior to July 1, 2012.**

General Criteria

The Community Preservation Committee will give preference to proposals which are consistent with the Hamilton Community Preservation Plan (found on the CPC's website) and address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically
 - The acquisition, creation, and preservation of open space
 - The acquisition, preservation, rehabilitation, and restoration of historic resources.
 - The acquisition, creation, and preservation of land for recreational use.
 - The creation, preservation, and support of community housing.
 - The rehabilitation and restoration of resources that have been acquired or created using monies from the fund.
- Are consistent with the Master Plan, Open Space and Recreation Plan, Recreation Master Plan, Affordable Housing Plan, the Town's Capital Management Plan and other planning documents that have received wide scrutiny, public input and have been adopted by the Town;
- Preserve and enhance the character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality and feasibility; demonstrate that the project can be implemented expeditiously and within budget;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds;
- Preserve or utilize current town-owned assets; and
- Receive endorsement by other municipal boards or departments.

For further information about the application process or to discuss a project's eligibility, please contact Christine Berry at the above mailing address or at cberry@hamiltonma.gov or visit

Hamilton's Community Preservation Committee website at:

www.hamiltonma.gov/Pages/HamiltonMA_BComm/CommunityPreservation/index