TOWN OF HAMILTON

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Date: _____

Project Title: _____

Name of Applicant: _____

Name of Organization: _____

Address: _____

Telephone: _____

Email: _____

CPA Category (underline all that apply): **Open Space** **Historic Preservation** **Recreation** **Community Housing**

CPA Funding Requested: $_____ **Total Project Cost:** $ _____

Please attach answers to the following questions. Include supporting materials as necessary.

1. **Project Description:** Please give a detailed project description, including specific objectives.
2. **Goals:** How does this project accomplish the goals of the CPA? (See Guidelines for Project Submission for general criteria)
3. **Timeline**: What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year/multi-faceted project? If so, the proposal should be submitted in two phases; phase one for the study/engineering, followed by phase two for the project completion.
4. **Budget**: Please provide a full budget including the following information, as applicable. (NOTE: CPA funds may not be used for maintenance):
   a. Total amount of the project cost, with itemization of major components.
   b. Additional funding sources. Please include those that are available, committed, or under consideration including fundraising, other grants, etc.
   c. Describe the basis for your budget and the sources of information you used, including evidence detailing that the lowest bid has been received.
5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project? Please provide evidence that you are qualified and eligible to undertake the project.

Please be sure to read through the CPA Guidelines for Project Submission prior to completing this application.