

**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 December 5, 2014. Final Applications for Community Preservation Funding must be received no later than January 5, 2015 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 Community Project 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.

Tentative Schedule for CPC

Date	Activity	Tasks	Notes:
12/5/2014	Close Date	Application for Eligibility	
12/11/2014	Meeting	Review and approve bills Approve minutes Pool Planning CPA Applications for Eligibility CPA Applications for Funding	
1/5/2015	Close Date	Application for Funding	
1/22/2015	Meeting	Review and approve bills Approve minutes Applicant Presentations Vote FY2016 Projects	
2/12/2015	Meeting	Joint FinCom & CPC Meeting	
3/2/2015		Warrant is voted and closed	
3/30/2014	Meeting	Warrant Hearing	
4/11/2015	Meeting	Annual Town Meeting	