

# CITY OF PEABODY

## COMMUNITY PRESERVATION COMMITTEE

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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### APPLICATION INSTRUCTIONS

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#### **Step 1: Submit Application**

- Please review the Peabody Community Preservation Committee **Project Selection Criteria** prior to submitting an application.
- All proposals for Community Preservation funding must be submitted using the following application form.
- Project proposals will be accepted during four funding rounds per year. Application deadlines are on the 1<sup>st</sup> of March, June, September and December of each year.
- Applications received after the deadline will be held until the next round. Applications must be typewritten and must include a project budget and timeline.
- The Community Preservation Committee reserves the right to cancel a funding round at its own discretion, or to decline to recommend funding for any project during a funding round.
- **Applications for Historical Preservation projects must be approved by the Peabody Historical Commission prior to submission to the Community Preservation Committee. Projects that have not been approved by the Historical Commission will not be reviewed by the Community Preservation Committee.**
- **Applications for Open Space & Recreation projects must be approved by the City of Peabody Park Commission prior to submission to the Community Preservation Committee. Projects that have not been approved by the Park Commission will not be reviewed by the Community Preservation Committee.**
- Applicants are also advised to include other supporting information that addresses the funding guidelines adopted by the Community Preservation Committee such as: Photographs of site; Description of proposed use of site; Plans, architectural renderings, studies, etc.; Historical Register Nomination forms; Indication of support for the project; Proof of other funding sources

Please return **eighteen (18) double-sided copies** of the signed application and all attachments to:

**Community Preservation Committee  
Peabody City Hall  
24 Lowell Street  
Peabody, MA 01960  
Attn: Dianne Marchese**

#### **Step 2: Presentation and Community Preservation Committee Review**

Once a proposal is received, the Committee will schedule a time during a regular Committee meeting for the applicant to make a presentation. Presentations will generally take place during the first and second meetings of the quarter. Once all proposals have been made, the Committee will discuss the proposals at the third meeting of the quarter, and make funding recommendations.

#### **Step 3: City Council Approval**

If the project is approved by the Community Preservation Committee, the funds must be appropriated by the City Council by majority vote.

#### **Step 4: Implementation**

Before receiving funds, the CPA fund recipient must agree to and sign a Memorandum of Understanding which describes the implementation and reporting requirements. The recipient must report to the CPA quarterly regarding the project status, and at the completion of the project must present a final report to the CPC in person.

**For questions or technical assistance, please contact Dianne Marchese in the Mayor's Office at (978) 538-5702 or visit the City's website at [www.peabody-ma.gov](http://www.peabody-ma.gov).**

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### PROJECT PROPOSAL FORM

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1. **PROJECT TITLE:** \_\_\_\_\_
2. **CPA Funding Requested:** \$ \_\_\_\_\_ **Total Project Cost:** \$ \_\_\_\_\_
3. **Name of Applicant:** \_\_\_\_\_  
**Sponsoring Organization (if applicable):** \_\_\_\_\_
4. **Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_
5. **Are supporting documents attached to this form?** Yes  **Number of Pages:** \_\_\_\_\_
6. **Please indicate to which of the Community Preservation categories this project applies** (more than one may apply, see Guidelines for more information):  

<b>Open Space &amp; Recreation</b>	<input type="checkbox"/>
<b>Historic Preservation</b>	<input type="checkbox"/>
<b>Affordable Housing</b>	<input type="checkbox"/>

**PLEASE ATTACH THE FOLLOWING INFORMATION.** Please respond to each question separately, indicating the question number. Please type all responses.

7. **General project description and goals.**
8. **What need does the project serve in accordance with the Community Preservation Act (CPA)? How does this project meet the Project Criteria and Guidelines, as established by the Community Preservation Committee, for the above category/categories?**
9. **Community Need: Why is this project needed?**
10. **Community Support: What is the nature of support for this project?**
11. **Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified.**
12. **Other funding sources: What other funding sources have been committed for this project? Include documentation.**
13. **Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?**
14. **Project location: Please include a map showing property location.**

**Additional information, if applicable:**

15. **Documentation that the applicant has control over the site.**
16. **Evidence that the project conforms to the zoning regulations of the City of Peabody.**

17. Evidence that the appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Historic Preservation Projects must be preceded by an architectural assessment recommending the work proposed.

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I certify, under the pains and penalties of perjury, that the information set forth in this application is true and complete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### PROJECT SCHEDULE

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Please provide a project timeline below, noting all project milestones. Please note that because the City Council must approve all appropriations, CPA funds may not be available until up to two months following CPC approval.

	Activity	Estimated Date
Project Start Date:		
Project Milestone:		
50% Completion Stage:		
Project Milestone:		
Project Completion Date:		

Please note: If the project is approved, the recipient must provide progress reports to the CPC on a quarterly basis (the first of September, December, March and June). The recipient must also provide an interim report at the 50% Completion Stage, along with Budget Documentation in order to receive the second 30% of the awarded amount.

Please feel free to photocopy or recreate this form if more room is needed.