

APPLICATION FOR DENNIS COMMUNITY PRESERVATION FUNDS CALENDAR YEAR 2023 (FY 2024)

The CPC strongly recommends that applicants review the Town of Dennis website, <https://www.town.dennis.ma.us/community-preservation-committee> for background and general information concerning the Community Preservation Act (CPA) policies and procedures. Applicants may also be interested in the website: <http://www.communitypreservation.org>

I. GENERAL INFORMATION & SUBMISSION REQUIREMENTS

Applications will be accepted at the Dennis Town Hall, 685 Route 134, South Dennis, MA. Applications mailed or delivered are to be addressed to: Community Preservation Committee, 685 Route 134, South Dennis MA 02660.

The deadline for submitting applications for consideration for funding at the Special Town Meeting in the fall (in cycle applications) must be received by 4:00 p.m. on May 5, 2023.

Applications for early consideration for funding at the Annual Town Meeting in the spring (out of cycle applications):

- must be received by 4:00 p.m. on Friday, March 3, 2023, and
- must set forth in great detail the compelling public necessity for consideration of funding “out of cycle,” and
- must receive an affirmative vote from the Community Preservation Committee (CPC) for early consideration.

TEN (10) otherwise bound copies are required in the submittal.

In addition to the (10) bound copies, it is requested but not required that the applicant email an electronic version of the application to: townofdenniscpc@gmail.com

NOTE: If **all** components of the application can be sent electronically, only **FIVE** hard copies are necessary.

Funds will be available to successful applicants following approval at the Fall Town Meeting and successful completion of all necessary documentation and agreements. By submitting an application for funds, the applicant agrees to complete any necessary documentation and agreements within 90 days of receipt of such documents.

If any changes are made to this application form, the Community Preservation Committee (CPC) will issue an addendum that will be posted to the website and noted on the Town’s Bulletin Board and home page.

Questions concerning this Application must be submitted in writing to: Community Preservation Committee, 685 Route 134, South Dennis, MA 02660 or townofdenniscpc@gmail.com before 4:00 PM on May 5, 2023. Questions may be delivered,

mailed or emailed. Written responses will be mailed or emailed to those who have submitted questions.

Applications may be modified or corrected, in writing, to the CPC, prior to the deadline. The modification must reference the original application.

The CPC reserves the right to waive any submission requirements whenever that is deemed by the CPC to be in the best interests of the Town of Dennis.

All applications shall become the property of the Town of Dennis.

The Certificate of Non-Collusion (attached) must be signed by the Chief Executive Officer(s) of the applicant organization and included with the application.

If the Dennis Town Hall is closed on the deadline, the date for project submissions will be postponed until 4:00 PM on the next regular business day.

Applications must be submitted according to the guidelines defined herein. Selection of the successful applicant(s) will be based on evaluation and analysis of the information and materials required.

Following submission of the written application, qualified applicants will be invited to make oral presentations to the CPC. Dates for these presentations to be determined.

II. APPLICATION REQUIREMENTS

Application must be formatted in the order shown below and must include all details as listed that are applicable to the project. If there is no information applicable, it should be listed and referred to as “not applicable (NA).” Failure to do so may result in the application being returned to the applicant. **NOTE: ALL PAGES MUST BE NUMBERED.**

SYNOPSIS

1. Project Title
2. Organization Name
3. Amount Requested from CPA funds
4. Purpose (Open Space, Historic Preservation, Community Housing, Recreation)
5. Project site(s)/location. As applicable, include tax map, parcel with site highlighted, acreage, and zoning district.
6. Synopsis of Project. This section is to be no more than one page in length and, if necessary, will be used by the CPC as a project description for public use (*press releases, etc.*).

APPLICANT INFORMATION

7. Project Title
8. Organization Name
9. Address (street and post office box), Telephone, Fax, E-mail, Website
10. Federal Tax Identification Number

11. Primary Contact Person(s) & Secondary Person (titles, telephone numbers, and e-mail addresses)
12. Primary Contact Person & Secondary Person who can approve and receive the funds (titles, telephone numbers, and e-mail addresses)

APPLICANT BACKGROUND

12. Brief applicant history
13. Names of governing board, trustees, or directors
14. Summary of comparable projects completed

PROJECT INFORMATION

15. Project Concept
16. Project Goals / Objectives
17. Describe any legal issues, ramifications, impediments about this project, if any.
18. Describe how this project accomplishes the goals and objectives of the CPA
19. Describe how this project is relevant to the current and future needs of Dennis
20. Describe how this project relates to the Dennis Local Comprehensive Plan
<https://www.town.dennis.ma.us/planning-department/pages/comprehensive-plan>

PROJECT IMPLEMENTATION & BUDGET

21. Total CPA Funding Request
22. A Financial Plan, which must include a line-item project budget
23. Evidence of interest from potential lenders, if applicable
24. List of other funding source(s), include private/public/in-kind
25. A five-year income and expenses plan for this project, if applicable

SUPPORT DOCUMENTS

26. Letters of support from community organizations or other such sources (no more than five)
27. References (no more than three)
28. Other relevant materials specific to the project
29. Copy of most recent US Income Tax Form 990, where appropriate
30. Certificate of Non-Collusion (provided herein)

INFORMATION REQUESTS DURING THE APPLICATION REVIEW PROCESS

The members of the Community Preservation Committee may request additional information from the applicant during the interview process.

PROJECT OBJECTIVES

CPA funds will be awarded to projects that meet one or more of the following criteria:

OPEN SPACE

Protects water supply/aquifer; protects or borders wetlands; linkage with existing conservation lands; wildlife preserve/plant habitat; open visible space along roadway; “pocket park” in built-up area; enhances or creates a scenic vista; preserves a threatened resource.

COMMUNITY HOUSING

Reuses existing buildings; involves construction of new buildings on a previously developed site; maintains character of existing neighborhoods; increases number of units in affordable housing inventory; promotes/maintains diversity in housing stock.

RECREATION

Acquires land suitable as is for recreation; creates recreational facilities (no stadiums, gymnasiums, etc.); preserves or restores existing recreational facilities (no maintenance).

HISTORIC PRESERVATION

Long-term historical significance preserves a significant historical feature; available for public use; has long-term, multi-generational benefits.

Reminder to all applicants: CPA funds may not be used for maintenance.

III. APPLICATION EVALUATION, AWARD PROCEDURE & DISBURSEMENTS OF FUNDS EVALUATION

EVALUATION

- Applicability to goals and objectives of the CPA
- Suitability as it relates to the current and future needs of the Town of Dennis
- Availability of leveraged funds
- Implementation plan including budget and execution timeline
- Relevant experience of the Applicant and Applicant's staff and others involved in the Project
- Management of prior Community Preservation Grants
- Quality of grant application
- Diversity of programs/services offered

COMPLETION OF AGREEMENT DESCRIBING GRANT CONDITIONS

- Upon approval at Town Meeting, an agreement will be created for signature by the grantee and by the Select Board.
- The content of this application, and subsequent discussion with the CPC, will be incorporated by reference in the grant agreement
- It is the responsibility of the Grantee to ensure this agreement is completed and signed in a timely manner, including any required land restrictions.

DISBURSEMENT OF FUNDS

- In most cases, funds are disbursed after the submittal to the CPC of receipts for eligible expenses. Eligible expenses are defined by the Community Preservation Act, and by reference to such expenses in the application and subsequent discussion with the CPC.

STATUS REPORTING

- Grantees are required to inform the CPC of the status of their project quarterly, including the percent completed, by email to: townofdenniscpc@gmail.com

REQUEST FOR EXTENSION

- Should the grantee be unable to complete their project, through no fault of their own, they may apply to the CPC for an extension of the agreement, at least 60 days before the expiration, by email to: townofdenniscpc@gmail.com

The CPC will draft Warrant Articles for the Fall Town Meeting. Applicants shall be available to assist the CPC with presentations to the Board of Selectmen, the Finance Committee and Town Meeting. Upon successful passage, each applicant will be assigned a CPC Liaison.

After the approval of the article at Town Meeting, and the successful completion of necessary CPC documentation and agreements, work may commence on a Project. Any project expenses incurred prior are the sole responsibility of the Applicant. To receive disbursements from the CPA funds, the Applicant, in conjunction with the CPC Liaison, must complete Project Status Reports. The CPC Liaison will be required to present all pertinent information to the CPC at regularly scheduled meetings. Funds will be disbursed according to the terms of the grant contract and/or agreement.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Chief Executive Officer(s):

Name (print)

Name (print)

Signature

Title

Date

Signature

Title

Date

APPLICATION SUBMITTED BY:

Name of Organization: _____

Address: _____

Phone Number: _____

Email: _____

Chief Executive Officer: _____

Signature: _____

Name: (if more than one) _____

Signature: _____