

GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPC funding. Applicants are advised to read the *Community Preservation Plan* thoroughly and address all of the submission requirements and Selection Criteria.

1. Each project funding application must be submitted using the Town of Concord Community Preservation Committee Application for CPC Funding form as a cover sheet. Additional pages should be added as necessary. ***Please note, however, that the application, excluding supporting materials, should not exceed 6 pages in length.***
2. Requests must include a statement of need and be documented with appropriate supporting information. This information should include a project scope containing detailed descriptions of each item or step of the project and its estimated cost. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted. The use of maps, visual aids and other supplemental information is encouraged.
3. Each application must include a very brief summary of the project stating the funding category, project goals, key steps to be taken to reach this goal, and a budget summary.
4. Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used provided the basis of the estimates is fully explained. The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget.
5. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each fiscal year period. Fiscal years should align with the Town's working calendar, running from July to June.
6. For applicants with multiple applications, it is important to prioritize projects.
7. The Application for Funding for the fiscal year beginning [July 1, 2026](#) must be received by [12:00 noon on Friday, September 19, 2025](#) to be considered for recommendation at the Annual Town Meeting.
8. The application must be kept unbound – No application or support materials will be accepted in any form of binding including 3-ring binders. All material must be photocopier-ready. All pages should be numbered and double sided when possible. Each copy should be paper clipped into its own folder. An electronic pdf copy of all application materials is strongly encouraged in addition to the paper copies.
9. Applicants should review the Town of Concord Community Preservation Plan that includes the State CPA legislation prior to submitting any applications for CPC Funding. This document is available at <http://www.concordma.gov/906/Community-Preservation-Committee> and in the Planning Division Office at 141 Keyes Road.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information about the CPA and the Community Preservation Committee can be found at the website noted above. The CPC can be reached through the Planning Division at planningdivision@concordma.gov.

Please submit the Application for Funding and accompanying documentation to the Community Preservation Committee, Dept. of Planning and Land Management, 141 Keyes Road, Concord, MA 01742.

APPLICATION REQUIREMENTS AND ATTACHMENTS

Submit 11 copies of the application and any attachments.

(The application should not exceed 6 pages and should be submitted unbound.

Copies should be double-sided whenever possible.)

1. CPC Cover Sheet – Complete form. Please note that the applicant must be a legally recognized entity, with a Federal Tax Identification Number. Except in the case of acquisition projects, an authorized signature of the property owner must be provided. While community organizations and Town residents may generate ideas for projects and approach property owners to provide authorized signatures on applications, this signature presupposes robust communication with the property owner. In the case of Town property, the applicant is typically the department head responsible for the care of the property, and the Town Manager signs on behalf of the Town of Concord as the property owner.
 2. Brief Project Summary – Introduce the project with a brief summary which notes the category, goals, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.
 3. Map - Indicate the location of the project using a Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.
 4. Narrative – Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to the CPA. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why Town Meeting should support it. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.
 5. CPC's Selection Criteria and Needs Assessment – Please include responses as to how your project (if applicable) addresses the issues raised in the CPC's General Selection Criteria and the Specific Use Criteria for your project category from the Needs Assessment.
 6. Budget – Outline the total budget for the project and how CPC funds will be spent. Break the project down by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPC funding should be ascribed to each of the four CPA purposes. **Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to 10% of the budget.**
- Please Note:** Non Profit Organizations should also include a current financial statement.
7. Feasibility – Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation.
 8. Statement of Sustainability – If the project incorporates sustainable design features, explain how they

will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials. Applicants should address the four Sustainability Principles adopted by the Town as stated on Page 29 in condition r. in the 2018 CPC Plan.

9. Outreach Strategy – Briefly describe how you have consulted with or how and when you plan to consult with any abutters or interested parties about your project. How has that consultation impacted your project?
10. Timeline – Describe the major milestones and when the project will be completed. Include an estimate of when the CPC funds requested will be needed.
11. Architectural plans, site plans, photographs, if appropriate.
12. Letters of Support are welcome from the public or other appropriate organizations.

Note: If the CPC recommends the project, additional documentation may be required such as verification of ownership, plans, title verification, purchase and sale agreements and zoning compliance information. If this is readily available, it may be attached at any stage

Appendix I



**TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE**

141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPC Funding

Due no later than 12:00 noon on Friday, September 19, 2025

Applicant*: _____

Federal Tax Id. No.*: _____

Co-Applicant (if applicable): _____

Project Name*: _____ Project

Location/Address (if applicable): _____

Purpose*: (Select all that apply)

- Open Space
- Community Housing
- Historic Preservation
- Recreation

Project Budget*:

Amount of CPC Funds Requested: \$ _____

Amount from Other Funding Sources: \$ _____

Total Project Budget: \$ _____

(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- | | |
|--|---|
| <input type="checkbox"/> One Paragraph Project Summary * | <input type="checkbox"/> Architectural plans, site plans, photographs (if appropriate) |
| <input type="checkbox"/> Map (if applicable) | <input type="checkbox"/> Copy of IRS determination letter (Non-profit Organizations only)* |
| <input type="checkbox"/> Narrative * | <input type="checkbox"/> Completed W-9 Form (Non-profits only)* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment | <input type="checkbox"/> Copy of Audit or most recent Financial Information (Non-profits only)* |
| <input type="checkbox"/> Detailed Project Budget * | <input type="checkbox"/> Letters of Support (if any) |
| <input type="checkbox"/> Feasibility Assessment | |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | |
| <input type="checkbox"/> Timeline * | |

Project Contact Person*: _____

Project Contact Address*: _____

Project Contact Phone*: _____ Email*: _____

Authorized Signature of Applicant*: _____

Authorized Signature of Property Owner* (if different): _____

* Required

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the **U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties** and understand that planning for and execution of this project must meet these standards.