

JOHN BRANDT
Chairman

**City of Fall River
Massachusetts
Community Preservation Committee**

KRISTEN CANTARA-OLIVEIRA
Vice-Chairman

**Community Preservation Committee
City of Fall River**

Funding Application Submission Form

Proposals for CPA funding must be submitted by downloading or using the attached application form. All relevant information requested on the application form must be included with the proposal. The Fall River Preservation Committee voted on July 20, 2021, to give preference to public and non-profit projects in this FY23 Funding Cycle. Any projects will be null and void if work is started prior to the signing of the Award Agreement unless the application is re-submitted.

Please send one copy of the application electronically to sdennis@fallriverma.org. Ten hard copies of the application and all supporting documentation must be submitted to:

**Community Preservation Committee
One Government Center
Third Floor, Room 321
Fall River, MA 02722**

Applications must be submitted by January 15, 2021 no later than 12:00PM (noon) for proposals to be considered for funding, and final applications for funding must be received no later than January 15, 2022 12:00PM (noon). All applications need to be time stamped.

For further information about the application process, please refer to the **Community Preservation Funding Guidelines for Project Submission**, and visit the CPC page on the City of Fall River website www.fallriverma.org, at <https://www.fallriverma.org/community-preservation-prject-guidelines-application/> or email us at sdennis@fallriverma.org.

**CITY OF FALL RIVER
APPLICATION FOR CPA FUNDING**

Date

Project Title

APPLICANT INFORMATION

Name of Applicant/Contact Person

Name of Applicant Organization/Business

Mailing Address

Telephone

Email

OWNER INFORMATION

Name of Owner

Email

Address

Telephone

\$ _____
CPA Funding Requested

\$ _____
Total Project Cost

CPA Category (*YOU MUST CHECK OFF A MINIMUM OF ONE CATEGORY*, but may identify more than one category, if applicable to your project)

- Open Space**
- Recreation**
- Historic Preservation**
- Community Housing**

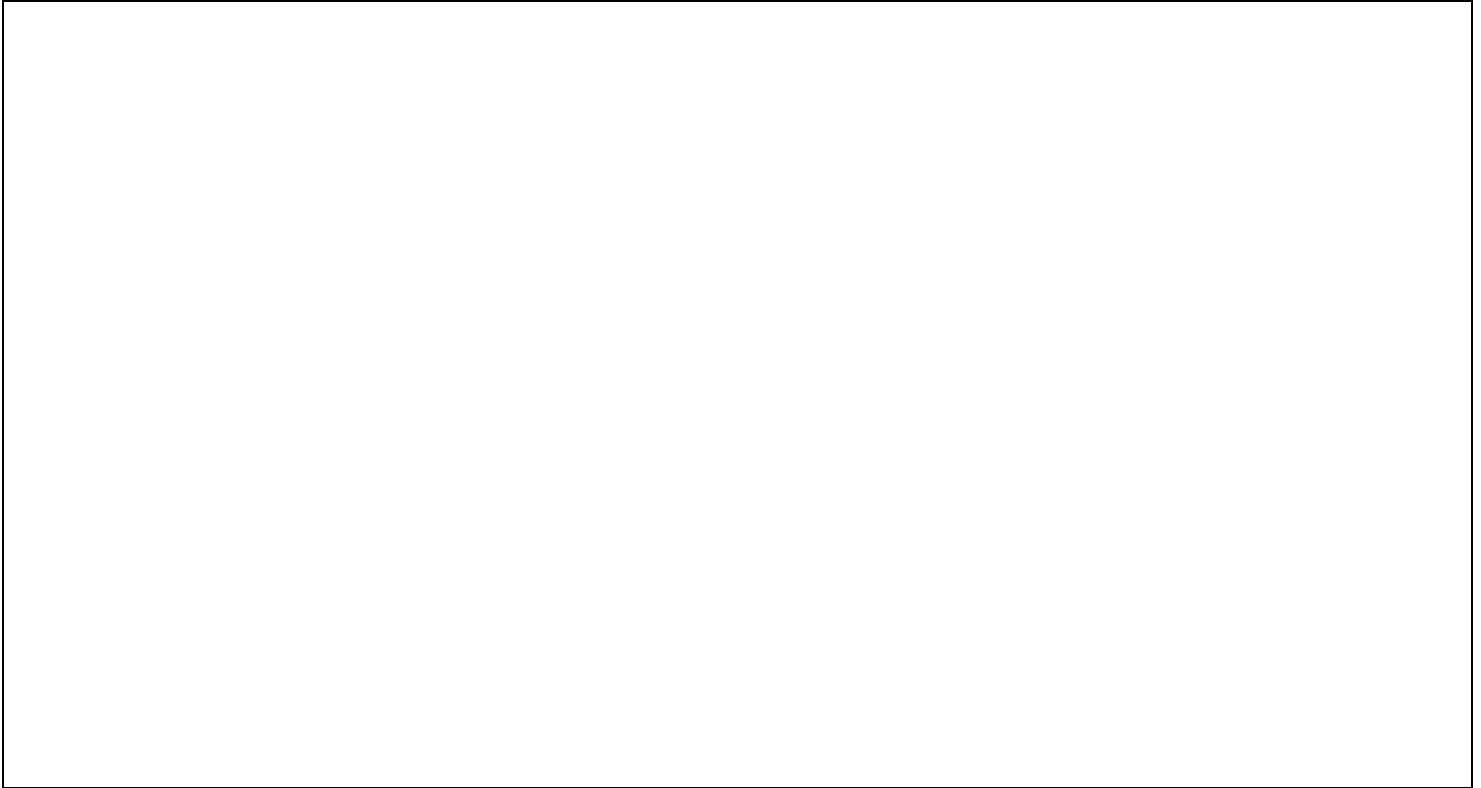
PROJECT DESCRIPTION:

- *All of the following MUST be answered in the space provided.* If space is not adequate, please attach additional information to the back of the application.
- APPLICATIONS WILL BE DENIED IF ALL RELEVANT REQUESTED INFORMATION IS NOT PROVIDED. If a section is not applicable to your project, please put “n/a”.
- Applications must be typed and not hand-written.
- Include supporting materials and exhibits as necessary.
- Please refer to the Fall River Community Preservation Funding Guidelines posted on the city web site before and while completing this application.
- If space provided is not adequate, please attach additional information to application.

1. Describe the project.

2. Goals:

a. What are the goals of the proposed project?



b. Who will benefit and why?



3. Criteria:

How does the project fulfill the General and Specific Criteria of the Community Preservation Allowable Spending Purposes Guidelines? (Refer to the specifications in the Guidelines)

4. Community Needs:

a. How does the community benefit from this project?

b. Explain how this project addresses needs identified in existing City plans. (Such as in the City of Fall River Master Plan)

5. Community/City Endorsement:

- a. What is the nature and level of support? Include letters of support from any City boards or community groups that have endorsed the project.
- b. If a board or commission, that the project falls under, does not support or provide a letter of support for the project, it will not be considered for funding.**

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6. Project Budget:

(when submitting a budget, please, provide 3 quotes for designated categories)

Budget Summary

Total Project Cost	CPA Funds Requested	Additional Funding from Other Sources
\$	\$	\$

Budget Categories - Breakdown

	CPA FUNDS	OTHER FUNDS	TOTAL
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Equipment is generally defined as an item with a useful life expectancy of more than one year.

Supplies are defined as an item with a useful life of less than one year.

Construction means all types of work done on a particular property or building including erecting, altering or remodeling.

The cost share is very important in giving the application a competitive advantage.

Additional Funding Information

Identify the amount of additional funding for this project. Sources include private, federal, state or local government, or any other sources.

Organization	Item	Amount	Type (cash, in-kind, etc.)

7. Funding:

- a. Attach commitment letters from any organization providing additional funding contribution listed in the table above.

- b. Describe any other attempts (including unsuccessful) to secure funding for this project. Rejection letters must also be included in your application packet.

8. *Timeline:*

Provide a schedule for project implementation, including a timeline for starting and ending major tasks and project completion.

NO CPC PROJECT CAN BEGIN UNTIL THE CITY COUNCIL VOTES TO APPROVE APPROPRIATION ORDER AND PROJECTS AND THE FUNDING AGREEMENT IS SIGNED BY ALL PARTIES (this typically occurs during the month of August but is not a definite month)

In the event that the project has been started prior to approval and appropriation, the applicant will have the opportunity to resubmit a supplemental application for consideration in the same funding year. The applicant is reminded that this amended application must be approved by both the Community Preservation Committee and the City Council. The supplemental application may be rejected even if the original application had been approved.

9. Implementation: Who is responsible for overseeing this project?.

Name:	
Daytime Phone:	
Evening Phone:	
Email:	

10. Maintenance:

a. If ongoing maintenance is required, who will be responsible for it?

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b. How will it be funded?

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Maintenance Budget (if applicable)

<i>Year one</i>	<i>Year two</i>	<i>Year three</i>	<i>Year four</i>	<i>Year five</i>
\$	\$	\$	\$	\$

ADDITIONAL INFORMATION:

11. Project Documentation: Attach any applicable engineering plans, architectural drawings, site plans, any other renderings, relevant studies or material.

12. Other Information: Please provide any additional information that might benefit the CPC in consideration of this project.

A copy of the deed and the Book and Page number must be provided within thirty days if the project is approved by the Community Preservation Committee.

*****It is recommended that the applicant include a 10% contingency cost for possible cost overruns. Any funds granted and not used must be returned to the Community Preservation Committee.*****

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Authorized Representative

First Name

Last Name

Title

Telephone Number

Email:

Fax Number

Signature of Authorized Representative

Date Signed

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.

Authorized Representative

First Name

Last Name

Title

Telephone Number

Email:

Fax Number

Signature of Authorized Representative

Date Signed

Community Preservation Committee of Fall River, MA

PROJECT CHECKLIST- Disclaimer: This form (checklist) is intended to be a guide only, and not a substitute for due diligence on the part of the applicant. Other provisions and requirements apply.

- ❖ TAXES
 - Paid
 - Owed/Amount
- ❖ LIENS
 - Yes
 - No
- ❖ CODE ENFORCEMENT (Are you updated?)
 - Fire
 - Electric
 - Plumbing
 - Gas
 - Structural
 - Handicap
 - Building
- ❖ SUPPORT/PERMISSION (Do you have support and/or letters of approval from...?)
 - Owner of building (provide name, address, telephone, email)
 - City Department or City Board (provide name, address, telephone, email)
 - Organization (provide name, address, telephone, email)
- ❖ ARCHITECT/LANDSCAPE ARCHITECT/ENGINEER (For Historical Preservation projects)
 - Letter Required (In accordance with the Secretary of Interior that it meets the standards)
 - Design (You understand you may need architectural designs for your project.)
- ❖ CONTINGENCY (Add it at least 10% contingency on your project.)
- ❖ DEED RESTRICTION
 - I understand there will be a restriction placed on this project.
**Please note – Some projects will not require deed restrictions.
- ❖ BIDDING PROCESS (Public or Private Projects)
 - I understand that this project should get at least 3 bids.