



# City of Fall River Massachusetts Community Preservation Committee

**JOHN BRANDT**  
Chairman

**KRISTEN CANTARA OLIVEIRA**  
Vice-Chairman

## CITY OF FALL RIVER COMMUNITY PRESERVATION COMMITTEE GUIDELINES FOR PROJECT SUBMISSION

The application process for Community Preservation Funding is twofold. The committee will receive both the application for eligibility and the application for funding according to the general criteria outlined below.

### **ELIGIBILITY**

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.

Applicants can refer to the Community Preservation Fund Allowable Spending Purposes information. Refer to the Community Preservation Coalition website <https://www.communitypreservation.org/allowable-uses>

- In order to be considered for recommendation, you must submit an Application for Community Preservation Eligibility (<https://www.fallriverma.org/wp-content/uploads/2018/08/CPA-Eligibility-Application-2018-1.pdf>) no later than September 1<sup>st</sup> before 12:00pm (noon).
- Eligibility Applications must be typed and NOT hand written.
- Eligibility Applications must be submitted in ten (10) hard copies of all project materials to the attention of the Community Preservation Committee, One Government Center, Room 321, Fall River, MA 02722. It is, highly, recommended to hand deliver the ten (10) copies so they can be time stamped with date/time of receipt.
- Include any maps, diagrams, and/or photos that pertain to your project
- The Community Preservation Committee will set a public meeting schedule to review project proposals after the close of submissions.
- Applicants will be notified regarding the date, time and location of the meeting.
- Applicants are recommended to be present at the CPC Eligibility meeting to answer questions about their proposals.
- If the Committee finds the applicant's project to be eligible, the applicant will be notified that they are moving forward and can then work on their Funding Application.
- If the Committee finds the applicant's project did not meet eligibility, they will receive notification.

## **FUNDING**

- In order to be considered for funding recommendation, you must have met the eligibility requirements and have received a letter from the committee.
- Applicant must submit an Application for Community Preservation Funding (<https://www.fallriverma.org/wp-content/uploads/2018/09/CPA-Funding-Application-2019.pdf>) no later than January 15<sup>th</sup> before 12:00pm (noon).
- Funding Applications must be typed and NOT hand written.
- Funding Applications must be submitted in ten (10) hard copies of all project materials to the attention of the Community Preservation Committee, One Government Center, Room 321, Fall River, MA 02722. It is, highly, recommended to hand deliver the ten (10) copies so they can be time stamped with date/time of receipt.
- Include any and all information that pertains to your project (refer to the project check list) in addition to maps, diagrams, and/or photos
- The Community Preservation Committee will set a public meeting schedule to review project proposals after the close of submissions.
- Applicants will be notified regarding the date, time and location of the meeting.
- Applicants are recommended to be present at the CPC Funding meeting to answer questions about their proposals.
- When all projects have been reviewed, the Committee will hold deliberation meetings. Applicants are not required to attend these meetings.
- Applicant will be notified as to whether their project was accepted or denied.
- The Committee will submit project recommendations to the City Council for final approval.
- **NO PROJECT MAY BE STARTED BEFORE THE CITY COUNCIL GIVES FINAL APPROVAL FOR THE PROJECT AND THE FUNDING AGREEMENT IS SIGNED.**
- A Grant Agreement, with detailed terms and conditions will be prepared and signed by all parties.
- **NO** funds will be dispersed until the Grant Agreement has been signed by all parties (exemptions will be made for acquisitions).
- **Restrictions will be registered at the Registry of Deed** upon receipt of the signed Grant Agreement.