



**TOWN OF SANDWICH
ADMINISTRATIVE
APPLICATION FOR COMMUNITY PRESERVATION FUNDING**

GENERAL INFORMATION

Name of Applicant (1): _____

Name of Co-Applicant, if applicable: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Project Name: _____

Project Location: _____
(street address and assessor's parcel)

CPA Category (**circle all that apply**): Open Space Historic Preservation Community Housing Recreation

CPA Funding Requested \$ _____ Total Cost of Proposed Project: \$ _____

****Note:** If the proposal involves town-owned land, either the applicant or the co-applicant must be the town agency in control of the land **AND** requires the signature of the Town Manager.

Applicant's Signature: _____ Town Manager's Signature** _____

Date: _____

Submission Deadlines: NO DEADLINE when applying for Administrative funds

INFORMATION ABOUT THE PROJECT

Please provide a description of the proposed project. The description should address the following matters.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is the project needed? How does it address one or more of the specific criteria identified as Town priorities with respect to the CPA Category or Categories applicable to the Project?
3. **Community Support:** What is the nature and level of support for the project? Include evidence of support, such as letters and petitions.
4. **Budget:** What is the total project budget? How will CPA funds be spent? What are the sources of non-CPA funding for the project?
5. **Timeline and Permits:** What is the schedule for implementation of the project? What permits, if any are needed for the project?
6. **Maintenance:** If ongoing maintenance is required for the project, how will such maintenance be funded?

INFORMATION ABOUT THE APPLICANT

(Required for applicants other than Town departments or agencies).

1. Organizational goals and objectives of applicant.
2. Organizational history of applicant.
3. Resumes of senior officers
4. Names of members of governing board (e.g. directors or trustees)
5. Legal and tax status of applicant
6. Description of previously completed projects similar to proposed project