



**Town of Hanover  
Community Preservation Committee  
2017 Application for Funding**

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**Submission Requirements**

Proposals for Community Preservation funding must be submitted using the attached application form. All information requested on the application form must be included with the proposal.

Applications must be typewritten and **twelve (12) copies** (including one unbound and reproducible copy) of the application and all supporting documentation must be submitted to the Community Preservation Committee, c/o Community Preservation Coordinator, Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339.

**The application deadline is Friday, November 11, 2016 at 12 noon.**

Applications will be accepted only until this time, unless an applicant can demonstrate that a significant opportunity would be lost if not considered outside the normal funding schedule.

**Review by the Community Preservation Committee**

Each application will be acknowledged as it is received. It will be reviewed for completeness and the applicant will be notified if additional information is required. Incomplete applications may not be eligible for the current funding round, at the discretion of the Committee.

All applicants submitting complete applications will be given an opportunity at a public hearing to present the scope and details of the project and respond to questions from the CPC, and the public (additional public hearings may be warranted, depending on the amount of applications received). To expedite the proposal review process CPC strongly recommends that all proposals be reviewed prior to submission by the appropriate Committee, Commission or Board including the Housing Authority, the Planning Board, the Historic Commission, the Open Space Committee, the Conservation Commission or the Park and Recreation Committee.

**Funding Decisions and Process**

The CPC will prepare and submit Town Warrant Articles for funding recommendations to the Town Meeting in May for a final decision.

Projects on Town-owned land will be administered by the Town department that is responsible for that land and are likely to require public bidding under applicable statutes (MGL c. 30, 30B, and 149).

Projects on private land will require a funding agreement between the Town and the applicant. All projects will require a Memorandum of Understanding between the Town and the applicant before funds can be released. In addition, the CPC will require that all projects submit a project timeline and quarterly status reports to the CPC until project completion.

Please keep in mind there are legal limitations on what CPA funds can be used for. A CPA Allowable Uses Chart can be found on the Community Preservation Committee's home page. Further information concerning the Community Preservation Act in Hanover can be found at the Town of Hanover Community Preservation home page at <http://www.hanover-ma.gov> by clicking on the Community Preservation Committee Link.

**Town of Hanover  
Community Preservation Committee  
Application for Funding**

Submit to Community Preservation Committee  
c/o Community Preservation Coordinator  
Hanover Town Hall, 550 Hanover Street, Hanover, MA 02339  
Tel: 781-826-5000 Ext 1026 Fax: 781-826-5950  
Peter.Matchak@hanover-ma.gov or Heidi.Cho@hanover-ma.gov

Name of Applicant: \_\_\_\_\_

Name of Co-Applicant, if Applicable: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Address of Proposal (or assessor's parcel ID): \_\_\_\_\_

CPA Category (circle all that apply):

Open space          Historic preservation          Affordable Housing          Recreation

CPA Funding Requested: \_\_\_\_\_

Total Cost of Proposed Project: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

If project is expected to continue over more than one year or if bonding the project is anticipated detail the cost of project on the following chart (explanation may be attached on a separate sheet.)

Fiscal Year	CPC Funds Requested	Total Cost	Other Funding Sources
2017			
2018			
2019			
Total			

<sup>1</sup> If the proposal is on Town-owned land, either the applicant or the co-applicant must be the Town Board, Commission, or Department in control of the land.

**PROJECT DESCRIPTION:** Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project needed? Does it address needs identified in existing Town plans? (Note: Hanover Master Plan)
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project be measured?
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

**ADDITIONAL INFORMATION:** Provide the following additional information, as applicable.

10. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.
11. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
12. Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other laws or regulations. Or, if zoning relief is required, specify what relief is needed and when an application will be made to the town for zoning review.
13. Evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Parks and Recreation Committee)
14. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
15. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. All historic resources rehabilitation projects must comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.
16. Information indicating how this project can be used to achieve additional community benefits.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund. No funding decisions will be made without an independent appraisal.

**The application deadline is Friday, November 11, 2016 at 12 noon.**