

# Town of Canton

## Community Preservation Committee

### CPA Application Process

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The CCPC looks forward to working with members of the community in the development of projects - small and large - to enhance our town with CPA funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting [www.communitypreservation.org](http://www.communitypreservation.org). On this website, the documents "Potential Uses of CPA Funds" and "Community Preservation Fund, Budgeting and Finance Issues" are especially useful.

#### 1. Pre-Application (located on the CCPC web page)

This initial document will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. The CCPC meets regularly to review project applications.

All applications should be sent to Canton Community Preservation Committee, Memorial Hall, 801 Washington St, Canton MA 02021. Additionally, application documents should be e-mailed to the Committee at [ccpc@town.canton.ma.us](mailto:ccpc@town.canton.ma.us)

**Deadline:** Submit by 5:00 pm on Friday, October 5, 2018 for consideration at the May 2019 Town Meeting.

#### 2. Application for Funding

If the Committee agrees that your proposal is eligible, complete the application for funding as soon as possible. The Committee will review both the pre -application and the application for funding according to the guidelines set forth by the CPA.

**Deadline:** Submit by 5:00 pm on Friday, November 16, 2018 for consideration at the May 2019 Town Meeting.

#### 3. Review Process

Projects will be evaluated and prioritized using the criteria attached to the application form. The Committee will review all applications and schedule hearings to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. The CCPC must vote to recommend proposals before they can be placed on the warrant.

#### 4. Town Meeting Approval

Each project must be approved at a Town Meeting to receive CPA funds. The Town Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote.

### 5. Project Implementation

Funds for approved projects will be available July 1, the start of next fiscal year, subject to the satisfaction of any conditions or procedures established by the CCPC.

### 6. Requesting Payment

Invoices for work completed or for funds allocated to grantees on approved projects should be submitted to the CCPC.

### Special Exceptions

Special circumstances sometimes arise that make it unfeasible to adhere to the application deadlines. For example, a priority open space property unexpectedly comes on the market just past the application deadline or an historic resource requires immediate attention. The CCPC may waive the deadlines in limited circumstances.

For more information visit [www.town.canton.ma.us/CCPC/CCPC.htm](http://www.town.canton.ma.us/CCPC/CCPC.htm)