

**Town of Stoughton, Massachusetts
Community Preservation Committee**

Pre-Application to Request CPA Funds

IMPORTANT: The Community Preservation Committee [CPC] will invite you to review this pre-application project summary at its October meeting. Submit this pre-application **by August 15** via email to CPC Program Administrator Barry Kassler at bkassler@stoughton-ma.gov.

After the pre-application is reviewed and accepted by the CPC, you will need to fill out a full application and email a pdf with all attachments to the email address above. The CPC can, if needed, assist you with the full application. The full application must be received by September 15 to be considered for the following Annual Town Meeting.

Check one or more Project Categories:

☐ Community Housing ☐ Historic Preservation ☐ Open Space ☐ Recreation

Project's Proposed Name: _____

Project Location:

Street Address: _____

Assessor's Map & Lot #: _____

Legal Property Owner of Record: _____

Project Sponsor & Organization: _____

Contact Person:

Name: _____

Mailing Address: _____

Telephone #s: _____

Email Address: _____

Sponsor's Signature: _____ **Date:** _____

ESTIMATED PROJECT COST: _____

ESTIMATED CPA FUND REQUEST: _____

PROJECT NARRATIVE:

Please provide the following information on a separate page:

- 1. What is the purpose and scope of the project? (Detailed description of the project.)**
- 2. Demonstrate the community need for this project. How does it enhance or preserve the Stoughton community? (How does it clearly benefit the town as a whole?)**
- 3. What is the nature and level of community support for this project? Attach any letters of support.**
- 4. What maintenance responsibilities do you foresee being required to sufficiently maintain this resource? Who will maintain it and be responsible for the cost? How will this revenue be generated?**

NOTE: CPA funds cannot be used for the costs of maintenance.

- 5. If your project requires more immediate action than the normal deadlines would allow, you must file an Application for Urgent Review. Urgent Review will be subject to a separate CPC vote.**

Visit the CPC's webpage for more information:

<https://www.stoughton.org/410/Community-Preservation-Committee-CPC>

If you have questions, please email CPC Program Administrator Barry Kassler at bkassler@stoughton-ma.gov