

**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 **September 25** via email to CPC Program Administrator Barry Kassler at [bkassler@stoughton-ma.gov](mailto: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 October 25 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](mailto:bkassler@stoughton-ma.gov)