

**Town of Carver
Community Preservation Committee
Guidelines for Project Submission**

- Each project must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding as a cover sheet. Applications should be submitted with eleven (11) copies of the cover sheet and proposal.
- Requests must include a statement of need and be documented with appropriate supporting information. The use of maps, visual aids, and other supplemental information is encouraged. Endorsement letters from Town Boards or Departments are encouraged.
- Obtain quotes or appraisals for project costs. If not available, estimates may be used, provided the basis of the estimate is fully explained.
- If the request is part of a multi-year project, include the total project costs and allocations.
- For applicants that have multiple project requests, please prioritize projects.
- Requests may be submitted at **any time** throughout the year. Requests received between Annual Town Meetings **may** be considered for presentation at a Special Town Meeting if one is held in the interim.
- Requests for the annual funding round must be received by **October 31, 2013 at 4:00 p.m.** to be considered for recommendation to the Annual Town Meeting.
- Applicants must be present at a CPC meeting to answer questions. Applicants for projects moving forward are **required** to be present at a public meeting to discuss their proposals. The CPC meeting schedule to review project proposals and the public meeting will be announced at a later date.

Please keep in mind that there are legal limitations to the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found on the Town's web-site at www.carverma.org. The CPC can be reached by telephone at 508-866-3401. If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to submit an application so that the CPC can determine eligibility.

Please submit the Application for Community Preservation Funding and accompanying documentation to:

**Community Preservation Committee
108 Main St., Town Hall
Carver, MA 02330**