

SHELBURNE COMMUNITY PRESERVATION ACT APPLICATION INSTRUCTIONS

Welcome to the Shelburne Community Preservation Committee Application Process!

Thank you for your interest in applying for a grant from the Shelburne Community Preservation funds. From beginning to end, this is a nine-step process. We hope this application will be easy for you to follow and respond to. If the application is unclear, please contact Communitypreservation@townofshelburnema.gov for more information. Thank you for your interest in making our town a better and more interesting place.

Information included in this packet:

- The purpose and limitations of the Community Preservation Act (CPA) (Please see chart on next page)
- Information on who can apply for the Shelburne Community Preservation Act grants
- The key dates for this specific round of funding; when funding would be available and the date by which funds should be used
- The role of the Shelburne Community Preservation Committee (SCPC) in assisting in the application for funds and evaluating proposals
- How to request funds for a community project under the CPA
- The process between the request for funding and receipt of funds

CPC Application Timeline Overview:

- July- Public Hearing on Community Preservation Priorities
- August: Announcement that Shelburne CPA funds are available
CPA Plan and application materials posted on the Town website
- September: Pre-Application Due to SCPC by September 15 (**Required**)
CPC reviews pre-applications and sends out approval/rejection letters to pre-applicants
- October- CPC prepares for application review, fields questions from applicants
- November- Full SCPC Application Due by November 19, 2024
- December – CPC reviews full applications
- January – CPC meets with applicants to discuss projects
- February – CPC holds hearing on proposed projects and solicits public comments
- March – SCPC votes on project recommendations and prepares Town Meeting Warrant Articles
- April 1- SCPC Submits Warrant Article(s) to Town
- May: Projects are voted at Shelburne’s annual Town Meeting
SCPC will issue award letters to successful applicants

The Application Process:

1. Before filling out an application, look at the allowable spending projects chart (see page 2). The Community Preservation Act (CPA) is very clear about what can and cannot be funded with CPA funds. If your project does not fit into one or more of the “YES” boxes, we are unable to fund it.

And one more thing: We are looking for projects that will be able to start up quickly after we award the money. If you are still a year away from being able to start your project, contact Communitypreservation@townofshelburnema.gov so we can assist you in moving forward.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

Community Preservation Act Allowable Uses of Funds Source: <https://www.communitypreservation.org/allowable-uses>

2. Pre-applications will be accepted in September. The earlier you submit, the earlier we can inform you of the status of your project. If your project fits a “YES” description or if you are not sure, please deliver your one-page pre-application by **September 15, 2024** to SCPC, Communitypreservation@townofshelburnema.gov

3. If you receive an acceptance letter from the SCPC....Congratulations! You have a project which might be funded through the SCP funds. Now here is the difficult part. The SCPC can only fund part of most projects because we have limited funds. So, as you are working on your application, consider where you might get other money to make your project a reality. You will need to provide that information on the application form.

Please put your responses in the boxes for each question. If you have additional documents you wish to include or documents that we have requested, please attach them to the end of the application. Additional documents might include a map, a picture or drawing of what you plan to do or something else important to the project.

4. The completed Application is due on or before **November 19, 2024** at 5 p.m., please submit **1 copy of your application** to: Shelburne Community Preservation Committee by email, mail or hand delivery.

- a. Mail should be addressed to Shelburne Community Preservation Committee c/o Town Office, 51 Bridge Street, Shelburne Falls, MA 01370 and must be postmarked by 5 p.m. on November 19, 2024.
- b. Email applications must be sent to: Communitypreservation@townofshelburnema.gov
- c. Hand delivery must be received made to Town Office, 51 Bridge Street, Shelburne Falls, MA and received by a Town employee. You are responsible for confirming Town Office hours for hand delivery.

- 5.** The SCPC will review your application and within 6 weeks of submission, we will get back to you. It is likely that we will have questions. We may ask for them in writing or for additional documents. The SCPC may ask for a legal opinion on project eligibility if your project is a complicated one.

The SCPC may ask applicants to meet with the committee to discuss questions about their application. We will notify you directly about the date, place and time when we expect to meet with you and whether you should be prepared to bring additional written information. These meetings will be public and posted on the Town of Shelburne website (<https://townofshelburne.com/>).

After the public meeting, the SCPC will meet to review what we have learned and, perhaps, make some recommendations, such as:

The SCPC may add conditions to the recommendation or require additional agreements.

The SCPC may recommend the project as proposed or may modify it. It may recommend the full amount of funds requested or a lesser amount. It may also only fund a part of the project and not the entire project.

The SCPC recommendation may include a variety of specific concerns to make sure that the project meets the CPA requirements.

If your project is a complicated one, the SCPC may ask for a legal opinion on project eligibility.

- 6.** The SCPC will make its final recommendations to the Town of Shelburne after the applicants have fulfilled SCPC requests for further information, if any. Through the Town Meeting process Shelburne voters have the final authority to award funds from Shelburne’s Community Preservation Act Fund. You will be notified of the date when your proposal is on the Town of Shelburne Town Meeting Warrant. We suggest that you attend that Town of Shelburne Town Meeting to answer any questions voters or town officials may have. At that meeting members of the community may speak in favor of or against the SCPC recommendations during public comment.
- 7.** Projects that have been approved by the voters of the town will receive an award letter with information:
- On any amount of funding provided
 - any conditions related to the funding
 - SCPC contact information
 - guidelines to move the project forward
- 8.** If you’ve made it this far, congratulations, again! You are approved! Now what happens? CPA funds are public funds raised from Shelburne property taxes and from State funding. Projects funded with CPA funds must meet all Town and State requirements. The SCPC will help you understand what those concerns are and will, with the help of the Shelburne Town Administrator, ensure that you meet all the proper requirements. All questions about this should be directed to Communitypreservation@townofshelburnema.gov
- 9.** As you move ahead with your project, the SCPC staff may ask you for updates on your progress. These updates will track your progress and offer any assistance that you may need.