

TOWN OF WILBRAHAM  
**COMMUNITY PRESERVATION COMMITTEE**

240 SPRINGFIELD STREET,  
WILBRAHAM, MASSACHUSETTS 01095

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**APPLICATION INSTRUCTIONS - FY2024**

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**Step 1: Submit Application**

- All proposals for community preservation funding must be submitted using the following application form.
- Project proposals will be accepted through **January 20, 2023** for possible consideration at the **2023** Annual Town Meeting. Applications received after the deadline could be delayed for consideration until the next funding round.
- Applications must be typewritten and must include a project budget and timeline.
- The Community Preservation Committee (CPC) reserves the right to cancel a funding round at its own discretion, or to decline to recommend funding for any project during a funding round.
- Applicants are also advised to include other supporting information which addresses the funding guidelines adopted by the Community Preservation Committee such as: photographs of site; description of proposed use of site; plans, architectural renderings, studies, etc.; National Register of Historic Places nomination forms; indication of support for the project; **demonstration of other funding sources is strongly encouraged.**

Please return **twelve (12) copies** of the signed application and all attachments to:

**Community Preservation Committee  
Wilbraham Town Office Building  
240 Springfield Street  
Wilbraham, MA 01095**

Please send electronic copies (.pdf, .doc, etc.) if available to: [cpcchair@wilbraham-ma.gov](mailto:cpcchair@wilbraham-ma.gov)

**If you have any questions regarding this process, please contact:**

EMAIL: [cpcchair@wilbraham-ma.gov](mailto:cpcchair@wilbraham-ma.gov)

**Step 2: Presentation and Community Preservation Committee Review**

Once a proposal is received, the CPC will review it and report back to the applicant regarding the proposal's status. The committee may schedule a time during a regular committee meeting for the applicant to make a presentation. Once all applications for a given deadline have been reviewed, the committee will discuss the proposals and make funding recommendations.

**Step 3: Town Meeting Approval**

If the project is approved by the CPC, the funds must be appropriated by Town Meeting.

**Step 4: Implementation**

Upon receiving funds, the recipient must agree to provide status reports on project completion on a schedule to be determined by the CPC. At the completion of the project the applicant must present a final report to the CPC in person.

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The committee invites applicants to attend its regularly scheduled meetings at the Wilbraham Town Office Building to ask questions and collect information from the committee about the funding possibilities. Meeting schedules can be found at [www.wilbraham-ma.gov/calendar.aspx](http://www.wilbraham-ma.gov/calendar.aspx)

For examples of project submissions from other cities and towns in the Commonwealth, please visit the **Community Preservation Coalition** website at [www.communitypreservation.org](http://www.communitypreservation.org). This organization is an excellent resource for all things Community Preservation, including, but not limited to the rules that govern applicability of CPA funds to submitted projects.

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**PROJECT PROPOSAL FORM - FY2024**

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PROJECT TITLE: \_\_\_\_\_

CPA Funding Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Sponsoring Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are supporting documents attached to this form? Yes  Number of Pages: \_\_\_\_\_

Please indicate to which of the Community Preservation categories this project applies:

Open Space Preservation

Affordable Housing

Historic Preservation

Public Recreation

PLEASE ATTACH THE FOLLOWING INFORMATION. Please respond to each question separately, indicating the question number. Please type all responses.

1. General project description and goals with projected schedule for project completion, including target dates for interim tasks and goals.
2. Community Need: Why is this project needed?
3. Community Support: What is the nature of support for this project?
4. Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure for CPA funds must be clearly identified. What other funding sources have been committed for this project? (use Budget Form provided)
5. Maintenance: If ongoing maintenance is required for this project, how will it be funded and who will be responsible?
6. Project location: Please include a map showing property location and any schematic drawings of the proposed project as appropriate.

Additional information, if applicable:

- 7. Documentation that the applicant has control over the site.
- 8. Evidence that the project conforms to the conservation, zoning, building and other regulations of the Town of Wilbraham.
- 9. Applicant must comply with all town and state regulations regarding procurement. The town's Chief Procurement Officer can be reached at Wilbraham Town Hall. PH: 413-596-2800 ext. 222.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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For Community Preservation Committee Use

Received on \_\_\_\_\_ Reviewed on \_\_\_\_\_  
Recommendation \_\_\_\_\_ Amount \_\_\_\_\_ Funding Cycle FY2024

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**BUDGET FORM – FY2024**

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Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

<b>SOURCES OF FUNDING</b>		
Source	Amount	
Community Preservation Act Fund	\$	
<b>Total Project Funding</b>	<b>\$</b>	

<b>PROJECT EXPENSES</b>		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
<b>Total Project Expenses</b>	<b>\$</b>	

Please feel free to photocopy or recreate this form if more room is needed.