



**Please attach the following information with all applications:**

- **Detailed Narrative:** A complete and detailed description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Community Preservation Plan and the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.
- **Action Plan and Timeline:** Note the estimated dates for project commencement and completion and list (with an explanation) all action and steps that will be required for project completion, including any legal requirements or any impediments to implementation.
- **Financial Data:** Provide financial information for the project including total cost, additional revenue sources (public, private, in-kind, volunteer time and services), basis for the fiscal estimates and any other fiscal details currently available. Applicants are encouraged to submit more than one quotation from potential contractors.

**Please submit 13 copies of the application materials to the Community Preservation Committee Chairman, Orleans Town Hall, 19 School Road, Orleans, MA 02653 by November 18, 2016.**

## GUIDELINES FOR PROJECT SUBMISSION

1. Applications must be received by November 18th, 2016 to be considered for recommendation at the Annual Town Meeting in May.
1. Funds would be available on July 1<sup>st</sup> following the Annual Town Meeting.
1. Applicants may include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted (only one copy is necessary).
1. The Community Preservation Committee may require additional (or more detailed) information or further clarification to a submitted application.
1. Prior to submission of funding applications, applicants should review the Community Preservation Act (Massachusetts General Laws, Chapter 44B), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available at the Town Administrator's Office at the Orleans Town Hall. Nonprofit organizations applying for historic preservation funds for historic structures should obtain a sample copy of an acceptable historic preservation deed restriction (also available at the Town Administrator's office) since this type of document will be required for such a project. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all nonprofit successful applicants will be required to sign. Please call the Chairman or Vice Chairman with any questions.
1. Eligible projects must address one or more of the uses outlined in the Community Preservation Act. The Community Preservation Act, in Sections 2 and 5 (2), defines, by category, the following uses for Community Preservation funds:

### Open Space

Acquisition, creation and preservation of land to protect existing water supply/aquifer areas, agricultural and forest land, coastal lands, frontage to inland water bodies, wildlife habitat, nature preserves and scenic vistas.

### Community Housing

Acquisition, creation, preservation and support of community housing defined as housing for low and moderate income individuals and families, including low and moderate income senior housing. The Community Preservation Committee is required to recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

### Historic Preservation

Acquisition, restoration, rehabilitation and restoration of historic structures and landscapes that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the Town or that are listed on the State Register of Historic Places.

### Recreation

Acquisition, creation, preservation, rehabilitation and restoration of land for active and passive recreational uses, including land for community gardens, trails and noncommercial youth and adult sports and the use of land as a park, playground or athletic field and for preservation and restoration of recreational facilities. (Community Preservation funds cannot be used for a stadium, gymnasium or similar structure or for the acquisition of artificial turf for athletic fields.)

1. Applicants should be aware that, under the Community Preservation Act legislation, Community Preservation funds cannot be used for maintenance in any of the above referenced categories.

*Revised September 16<sup>th</sup>, 2016*