



# Town of Orleans

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Community Preservation Committee  
9 School Road Orleans MA 02653-3699  
Telephone (508) 240-3700 – Fax (508) 240-3388

## FY25 COMMUNITY PRESERVATION PROJECT APPLICATION

### SECTION A

**Project Title:**

**Submission Date:**

**Applicant** (note if Town, individual or non-profit):

**Mailing Address:**

**Co-Applicant, if any** (note if Town, individual or non-profit):

**Mailing Address:**

**Project Contact Person:**

**Telephone:**

**E-mail:**

**Federal Tax Identification Number** (if non-profit):

**Project purpose** (Check all that apply):

**Open Space**     **Historic Preservation**     **Community Housing**     **Recreation**

**Project Location/Address:**

**Community Preservation Funding Request:** \$

**Brief Project Summary, including justification of project category checked above:**

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### SECTION B

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

- **Detailed Narrative:** A detailed but succinct 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 detailed and 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. Costs relating to historical rehabilitation/renovation should be clearly identified (if possible) compared to other costs, such as code compliance or accessibility improvements. Applicants are encouraged to submit more than one quotation from potential contractors.

## GUIDELINES FOR PROJECT SUBMISSION

- A) Complete Section A, and submit to the CPC via email, between July 1 and Oct. 31
  - You will be contacted by the CPC regarding detailed information to complete the application
- B) Fully completed applications need to be submitted by Nov. 20. Late applications may be accepted at the discretion of the CPC.
  - Submit **two (2) complete paper copies** of the application and other materials to the Community Preservation Committee, c/o Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653. Applications can be dropped off at the front desk.
  - **Applicants must also email complete applications in PDF** to Jennifer Fountain, Administrative Assistant, at [jfountain@town.orleans.ma.us](mailto:jfountain@town.orleans.ma.us) A **single PDF file** which appends materials described in item 3 to the application form is preferred.

1. **Complete Applications must be received by Monday, November 20 to be considered for recommendation at the Annual Town Meeting.**
2. Funds for approved projects will be available on July 1<sup>st</sup> following the Annual Town Meeting upon submission of appropriate invoices and accounting.
3. Applicants may be asked to 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. Clear, concise presentation of materials is appreciated by the Committee.
4. The Community Preservation Committee may require additional (or more detailed) information or further clarification to a submitted application.
5. Prior to submission of funding applications, applicants should review the Community Preservation Act (MGL, Chapter 44B, through the Community Preservation Coalition website), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available on the Town Web site at <https://www.town.orleans.ma.us/community-preservation-committee>. Nonprofit organizations applying for historic preservation funds for historic structures should obtain a sample copy of an acceptable historic preservation deed restriction (available from the Town Administrator's office) since this type of document will be required. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all successful nonprofit applicants will be required to sign. Please contact the Administrative Assistant by email with any questions.
6. Eligible projects must address one or more of the uses outlined in the Community Preservation Act, Sections 2 and 5 (2), as follows:

**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, preservation, 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. Plans for restoration and rehabilitation must comply with Secretary of the Interiors' standards.

**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 structures or for the acquisition of artificial turf for athletic fields.)