

**Town of Norwell  
Community Preservation Committee  
Application Process**

The CPC looks forward to working with members of the community in the development of projects – small and large – to enhance our town with CPA funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting [www.communitypreservation.org](http://www.communitypreservation.org). On this website, the documents “Potential Uses of CPA Funds” and “Community Preservation Fund, Budgeting and Finance Issues” are especially useful.

**1. Letter of Intent**

This initial document will introduce your proposal to the Committee so that it can determine the project’s eligibility and offer guidance. The CPC meets regularly on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month. Letters should be submitted by the Friday preceding the scheduled CPC meeting in order to be considered at the next meeting. The letter should not be longer than two pages, and should give an overview of the proposed project. The Committee may request that you present your idea at a meeting.

**Deadline:** Submit any time, but as soon as possible, and by the last Friday in December (12/30/11) for consideration at the May Town Meeting.

**2. Application for Funding**

If the Committee agrees that your proposal is eligible, complete the application for funding as soon as possible. The Committee will review both the letter of intent and the application for funding according to the guidelines set forth by the CPA.

**Deadline:** Last business day in January (1/31/12) for consideration at May Town Meeting.

**3. Review Process**

Projects will be evaluated and prioritized using the criteria attached to the application form. The Committee will review all applications and schedule hearings beginning in February to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. The CPC must vote to recommend proposals before they can be placed on the warrant. For the May Town Meeting, the CPC anticipates that the vote to recommend will be taken at the Committee’s meeting on the 4<sup>th</sup> Thursday in February.

**4. Town Meeting Approval**

Each project must be approved at a Town Meeting. The Meeting can approve, reduce or reject recommended amounts for a project, by majority vote.

**5. Project Implementation**

Funds for approved projects will be available following Town Meeting, subject to the satisfaction of any conditions or procedures established by the Committee.

**6. Requesting Payment**

Invoices for work completed or for funds allocated to grantees on approved projects should be submitted to the CPC.

**Special Exceptions**

Special circumstances sometimes arise that make it unfeasible to adhere to the application deadlines. For example, a priority open space property unexpectedly comes on the market just past the application deadline or an historic resource requires immediate attention. The CPC may waive the deadlines in limited circumstances. Please see the Special Application Process.