



TOWN OF NORWELL

345 Main Street
Norwell, MA 02061

Community Preservation Committee

To: All Departments
From: Community Preservation Committee
Date: October 1, 2009
Re: CPC Application Process

The Community Preservation Committee (CPC) looks forward to working with members of the community in the development of projects – large and small – to enhance our town with CPA funds. The CPC oversees the Community Preservation Fund, which was established by the Town of Norwell in 2001 to advance the following goals in Norwell:

- Preserve and Protect Open Space
- Create and Support Affordable Housing
- Preserve, Protect and Acquire Historic Resources
- Expand Recreational Opportunities

The CPC is now accepting Letters of Intent and Full Project Proposals for Fiscal Year 2011. Applicants with project ideas that further the abovementioned goals should submit a Letter of Intent to the CPC to determine eligibility and begin the application process. Letters of Intent should be no longer than two pages and include the following information:

- Project Title
- Applicant's name (*the CPC does not fund individuals*)
- Contact Person name, address, phone and email
- Brief Project Description
- Estimated Project Budget
- Amount Requested from the CPA Fund
- Estimated Timeline to complete project

Letters of Intent should be sent to:
Community Preservation Committee
345 Main Street
Norwell MA 02061

The deadline for submitting a Letter of Intent is Friday November 13, 2009 at 12 noon at Town Hall. After receiving the Letter, the CPC will likely invite the project proponent to a future CPC meeting for further discussion.

While a Letter of Intent is strongly recommended, it is not required to submit a Full Proposal. The Full Proposal Application can be found on the Town of Norwell website: www.townofnorwell.net (*Click on Boards and Committees, then CPC*) and can be submitted at any time, and in fact, the sooner the better as the CPC may request additional information. **The deadline for completed Full Proposals is Friday January 15, 2010 at 12 noon at Town Hall.** The CPC may reject any application that is not considered complete at this time. For more information on the application process, visit the www.townofnorwell.net website.

The CPC recognizes that the timing of land protection projects may be sensitive, and therefore proposals to protect, preserve or purchase land may be considered at any time and may not be held to the deadlines. However, it will be advantageous for a project proponent to bring a Letter of Intent or Draft Full Proposal to the CPC as soon as possible in order to have complete information in time for the Spring 2010 Town Meeting.

All interested applicants are encouraged to contact any member of the CPC to discuss project ideas. Applicants are also encouraged to browse the Community Preservation Coalition website: www.communitypreservation.org which lists all of the CPA-funded projects in the state and can help determine project eligibility.

Gregg McBride, Chairman
Alison Demong, Vice Chair
Ann Buchanan
Peggy Etzel
Becky Freed
Fred Levin
Charles Markham
Bob Norris
Pat Richardson