

For CPC use only: Date Received _____

Town of Southborough Community Preservation Committee
17 Common Street; Southborough, MA 01772

APPLICATION FOR FY 2027 COMMUNITY PRESERVATION FUNDING
Application is due September 15, 2025

Name of Proposal:

Date of Submission:

Name of Applicant or Board/Committee/Commission:

Contact Person:

Sponsoring Organization and/or Affiliations:

Mailing Address:

Daytime Phone Number:

Email Address:

CPA Funding Requested:

Total Cost of Project:

CPA Category (Check ALL that apply - refer to Coalition Chart on Last Page)

Open Space

Historic Preservation

Community Housing

Recreation

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. Projects are only eligible for CPA funding if they fit in a “Yes” box below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

NOTE:

The 7/8/2012 Legislation prohibits use of CPA funds to pay for Artificial Turf Fields.

ELIGIBILITY: Define how the project meets CPA requirements (please refer to the Community Preservation Coalition Chart on the last page)

SUMMARY: Brief description of the project, which will guide the project summary in the warrant article.

Before filling out this application, familiarize yourself with the Southborough CPC Application Handbook available on the CPC webpage:

<https://www.southboroughma.gov/424/Community-Preservation-Committee> .

As you are filling out the application, make sure you are in-line with the requirements as documented in the Southborough CPC Application Handbook.

I have read and understand the process and requirements detailed in the CPC application handbook.

Please submit the following application by September 15, 2025; for consideration at Annual Town Meeting in 2026. Please email your completed application to both: Lisa Braccio, CPC Chair at lbraccio@southboroughma.com and Frederica Gillespie, CPA Consultant at fg.cpaconsulting@gmail.com

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION (use extra sheets, if needed)

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions. Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits, as necessary.

1 Provide a Project Name (as it will appear on warrant article)

2 OPEN PROJECTS: Do you have any existing CPA funded projects? If so, are you up to date with your reporting? Please list them here.

3 GOALS: What are the goals of the proposed project? Who will benefit and why? How will success be measured?

4 COMMUNITY NEED: Why is this project needed? Does it address needs identified existing Town plans - i.e. Recreation Plan/Master Plan/Housing Production Plan/Open Space Plan?

5 COMMUNITY SUPPORT: What is the nature and level of support and/or opposition for this project?

6. BUDGET: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. Depending on your project, more than one estimate may be required (NOTE: CPA funds may NOT be used for maintenance). Attach a two to five-year budget, if appropriate.

7 FUNDING: Are you seeking alternative funding outside of the CPA? What additional funding sources are available, committed or under consideration?

Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.

8 TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

9 IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have? Who else will be involved in project implementation and what arrangements have been made with them?

10 MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.

ADDITIONAL INFORMATION: Please provide the following additional information.

1. **FURTHER DOCUMENTATION:** Documentation that you have control over the site, such as a Purchase and Sale Agreement, option to deed. (Letters of support from relevant town entities)

2. **FEASIBILITY REPORTS:** Any feasibility reports, renderings or other relevant studies and material.

3. **BY-LAW COMPLIANCE:** Evidence that the project is in compliance with zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.

4. If a non-town government entity is the applicant, please list contact information for all relevant contacts for the project and if a non-profit list contact information of the board members.

5. Have you determined if your project requires a Preservation Restriction, Conservation Restriction or Deed Restriction?

Yes _____ no _____ Unsure _____

6. OTHER INFORMATION: Any additional information that might benefit the CPC in their consideration of this project.

A representative from the project will be required to present the project to the CPC. After the application deadline, you will be sent the presentation schedule.

Applicant requirements after CPC recommends project for Town Meeting:

- To assist with fielding questions concerning the project, a Project Representative shall attend the Select Board and Advisory Committee meetings with the CPC when the CPC warrant articles are reviewed.
- A Project Representative shall attend Town Meeting to answer questions. Any Project Presentation to be reviewed by CPC.
- All Town Meeting approved projects must submit a project schedule and proposed payment timeline. That schedule will be used to determine project completion deadline. The MOU must be signed prior to start of Project.
- All Town Meeting approved projects shall present progress reports at 6-month intervals along with written reports to the CPC.
- All Town Meeting approved projects are required to include permanent signage stating that Southborough CPA provided funding for the project (wording shall be reviewed with the CPC prior to completion of the project).
- All publicity shall include statement that the Southborough Community Preservation Act provided funding for the project.

How to Determine CPA Eligibility for the Historic Preservation Category

