

## STOCKBRIDGE COMMUNITY PRESERVATION COMMITTEE REQUEST FOR PROPOSALS

### Guidelines

The Committee will review all requests for funds in the Town's dedicated account established by the adoption of the Community Preservation Act (CPA) by the citizens of the Town of Stockbridge in 2002 at Town Meeting. Approved projects will be submitted to the 2023 Annual Town Meeting for consideration in the budget for the fiscal year of 2024, which begins July 1, 2023 and ends June 30, 2024. Please observe the following:

- Project Submission Sheet must be completed.
- Requests should be for FY2024, or for extended projects for up to five years, from FY2025 through FY2028.
- Letters of support are encouraged.
- For all projects, green/sustainable methods are encouraged. Specify how these objectives are being addressed.
- Specify how CPA funding will complement other funding sources.
- Provide quotes for costs whenever possible. If not, explain cost estimates.
- If your request is part of a longer-term project, include total project costs. A piecemeal approach is discouraged.
- Departments or agencies with multiple project requests should prioritize these projects. Keep in mind the legal limitations for which CPA funds can be used. For online information about the CPA, go to [www.communitypreservation.org](http://www.communitypreservation.org).
- If you have further questions, please call 298-3411.
- **Proposals for FY2024 must be submitted by Friday, 10 February 2023, 12 NOON.** Please submit your application digitally along with one hard copy. Send digital applications to [cpc@stockbridge-ma.gov](mailto:cpc@stockbridge-ma.gov) along with 10 copies of the completed Project Submission Sheet and attachments to the Stockbridge Selectmen's Office, Town Offices, 50 Main Street. Attn: Community Preservation Committee. Also submit an *additional copy* to the Stockbridge Historical Commission if you are applying under Historic Preservation.

The Committee requires a follow-up letter reporting the progress of the funded project to be submitted annually until the project is completed in order to receive payment. If a project should be abandoned for some reason, the Committee requires a letter of notification to that effect so that the allocated money may revert to the Town's CPA general fund. No subsequent projects will be considered until and unless the annual project report(s) has been received.

If awarded, the approved project must be completed within 3 years from the date of the vote at Town Meeting. You may file for an extension 1 month prior to the expiration. All requests for an extension must be addressed to the chair in writing. The Committee will review your request and let you know its determination.

Any form of publicity, including brochures and signage, shall acknowledge the use of CPA funding with the following credit line: **This project is funded wholly or in part by the citizens of Stockbridge under the provisions of the Massachusetts Community Preservation Act.**