



CITY OF PITTSFIELD

COMMUNITY PRESERVATION FUNDING ELIGIBILITY GUIDELINES FOR PROJECT SUBMISSION

1. The application process for Community Preservation Funding is twofold. The Application for Community Preservation Eligibility will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an Application for Community Preservation Funding must be completed. Further guidelines and instruction can be found in the Community Preservation Plan located on the Community Preservation Committee's website (located at www.cityofpittsfield.org), and will also be provided to applicants deemed eligible for Community Preservation Act funding.
2. In order to be considered for recommendation for Fiscal Year 2019 (July 1, 2018 – June 30, 2019), you must submit an Application for Community Preservation Eligibility no later than January 5, 2018. The application will be due by 4:00 pm in the Department of Community Development in City Hall. Projects deemed eligible by the Community Preservation Committee will be notified of the due date for complete Funding Applications.
3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet.
4. Applications should be submitted in PDF form and ten (10) hard copies of all project materials to the attention of Cornelius Hoss, City Planner, Department of Community Development, City Hall, 70 Allen Street Room 205, Pittsfield, MA 01201.
5. Please feel free to include any maps, diagrams, and/or photos that pertain to your project.
6. Applicants may be required to present their project at a CPC meeting and be available to answer questions about their proposals. Applicants will be notified regarding the date of the meeting they should attend.
7. Projects deemed eligible for CPA funding will be invited to submit full funding applications to the CPC. The CPC will notify eligible application of the submission deadline and provide further instructions at that time.

8. The CPC plans generally plans to review funding applications in Spring 2018, with the goal of providing recommendations to the City Council for funding by May 2018.

For further information about the application process or to discuss a project's eligibility, please contact Cornelius Hoss at choss@pittsfieldch.com or (413) 499-9366, or visit Pittsfield's Community Preservation Committee website at:

http://www.cityofpittsfield.org/city_hall/community_preservation_committee/index.php.

**APPLICATION FOR
COMMUNITY PRESERVATION ELIGIBILITY**

Date: _____

Project Title: _____

Name of Applicant: _____

Name of Organization: _____

Address: _____

Telephone: _____

Email: _____

CPA Category (circle all that apply): **Open Space** **Historic Preservation**
 Recreation **Community Housing**

CPA Funding Requested: \$ _____ **Total Project Cost:** \$ _____

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

NOTE: This application enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, an Application for Funding must be completed.