

## **GUIDELINES FOR SUBMISSION**

The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Comprehensive Plan goals, and in conjunction with the “Review and Recommendation Criteria” section of this Plan.

- Applications are to be submitted using the Community Preservation Plan “Project Application Form.” Additional pages should be added as necessary.
- Applications must be received by November 1 to be considered at the annual Town Meeting the following April.
- Applications should specify a completion period, which may be one to five years or longer.
- If a committee or other proponent is submitting multiple applications, projects should be submitted or otherwise identified in order of priority.
- Applicants should review the Community Preservation Act, the Truro Community Preservation Act Bylaw, and the Truro Local Comprehensive Plan prior to submitting CPA funding applications.
- Applicants should prepare itemized project proposals, with details describing each item and its estimated cost.
- If the funding application is part of a longer-term project, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under “Review and Recommendation Criteria”:

### **Community Character:**

- a) preserve Truro’s rural character
- b) promote diversity through affordable housing

- c) preserve historic resources and structures, including reuse of existing structures
- d) enhance and preserve coastal and water resources wetlands and wildlife, and promote bio-diversity
- e) preserve/revitalize the existing town centers
- f) be consistent with Town planning documents

**Community Impact/Needs:**

- a) meet multiple needs and populations
- b) protect environmental/water resources
- c) address community need/fill void in community
- d) increase/expand recreational facilities
- e) meet needs of under-served populations

**Fiscal Impact:**

- a) initial cost
- b) ongoing maintenance or program costs
- c) minimize financial impact on taxpayers
- d) debt commitment
- e) multiple funding sources
- f) revenue generation
- g) feasibility

**Other Factors:**

- a) degree of urgency
- b) required timeline or impending deadlines
- c) complexity of execution