

DRAFT 7/9/21
TRURO COMMUNITY PRESERVATION COMMITTEE
MINI GRANTS

In July of 2021, the Truro CPC Mini Grant program will start. Our hope is that this program will encourage applications for a range of small, creative projects that fall within the purposes of the Massachusetts Community Preservation Act. The four areas funded through CPC funding are:

- Open Space, including passive recreation
- Historic Preservation
- Community Housing
- Recreation - recreational activities that take place in outdoor, open, and more natural settings such as parks, playgrounds, and athletic fields, as well as community gardens, hiking and biking trails and the like.

Like regular grants, mini grants can be submitted by:

- Town boards/committees/commissions,
- Other organizations, or
- Groups of 10 or more Truro citizens.

Applications for Mini Grants can be submitted for projects up to \$20,000. Goals of the mini-grant program include:

- Encouraging applications from a wide range of Truro entities
- Encouraging creative ideas, pilot projects, studies to inform future work
- Providing opportunities to experiment with projects that could be taken to bigger scale
- Increasing knowledge of the CPC and the opportunities it provides
- Build community by working together on small, doable projects.

Below are grants in each funding areas that have been funded by the CPC in the past and examples of potential mini grants.

	PRIOR FUNDED GRANT	POTENTIAL MINI GRANT
OPEN SPACE	Land Acquisition - \$200,000	Construction of Outdoor Classroom - \$18,000
COMMUNITY HOUSING	Affordable Housing Trust Fund - \$50,000	Study of creative senior housing in rural communities - \$15,000
HISTORIC PRESERVATION	Edgewood Farm – renovation & reconstruction of barn - \$50,000	Create & build Outdoor Exhibit about fishing industry at Cold Storage Beach - \$7,150
RECREATION	Puma Park Construction \$60,000	Paint 2 pickleball courts on the Corn Hill Parking lot - \$5,000

Applications are due: November 1.

TRURO CPC MINI GRANT APPLICATION

I. COVER SHEET

APPLICANT INFORMATION

Applicant: _____ **Submission Date:** _____

Contact Person: _____

Address: _____

Telephone: _____ **E-mail:** _____

Town Committee (if applicable): _____

Name of fiscal agent (if applicable) _____

PROPOSAL INFORMATION

Purpose: (Select all that apply)

Open Space

Community Housing

Historic Preservation

Recreation

Project Name: _____

Project Location/Address: _____

CPC Amount Requested (maximum \$20,000): \$ _____ **Total Project Cost** _____

Estimated Start Date: _____ **Estimated End Date** _____

Project Summary: In the space below, provide a brief summary of the project. If the project is approved by the CPC this is the 2-3 sentence description will be used in the Town Warrant.

II. PROJECT NARRATIVE: In no more than 2 pages please include

- Brief description of the organization/community group
- A description of the project including,
 - Who will it serve?
 - How does this project meet Community Preservation Goals? Please connect to specific goal(s).
 - Who will be responsible for implementing and overseeing this project?
 - Maintenance: If ongoing maintenance will be required, who will be responsible and how will it be funded?

III. Budget: Please detail the full costs of the project. You may use the attached budget sheet (Word and Excel versions available)

IV. Other: You may attach supporting information such as:

- information on proposed materials
- relevant photographs, diagrams, maps etc.

III. TRURO CPC PROJECT APPLICATION - PROJECT BUDGET

Please include a detailed budget that shows Total Amount, Amount Requested from CPC funds, Amount from other funding sources (this can include in-kind contributions. There is a sample budget below. Attached are budget sheets in Word and Excel. You may use your own budget forms as long as it includes separate columns for Total Amount, Amount Requested from CPC funds and Amount from other Funding Source.

Sample Budget for Outdoor Fishing industry Display at Cold Storage

	Total Cost	\$ Requested from CPC	\$ from Other Sources	Description
Consultant(s)				
Researcher	\$3,000	\$3,000	0	What do they do, what is their hourly rate? ex. Consultant to research and develop written material 40 hours @ \$75/hour
Total Consultants	\$3,000	\$3,000	0	
Equipment				
Case	\$1,500	\$1,500		Outdoor Display Case for site
Total Equipment	\$1,500	\$1,500		
Supplies/Material				
Display Material	\$500	\$500		Printed material – display cards etc.
Outreach Material	\$550	\$550		Flyers, newspaper ad etc. asking for donation of items
Items for Display	\$1,250	\$500	\$750	Photos, fishing gear etc. Donations of much material expected
Total Supplies/Material	\$2,300	\$1,550	\$750	
Labor	\$350	0	\$350	Installation of Display Case 10 hours @ \$35/hour – in kind contribution
Total Labor	\$350	\$0	\$350	
Other				
Other Total	\$0	\$0	\$0	
PROJECT TOTALS	\$7,150	\$6,050	\$1,100	

SAMPLE BLANK BUDGET FORM (Word Version)