**Step One Grant Application Guidelines**

***Town of Middleborough***

***Community Preservation Act Fund***

**1. APPLICATION FOR COMMUNITY PRESERVATION FUNDING.** The application for the annual grant is a two-step process:

* **STEP ONE is due by September 15.** This simple, one-page application introduces your proposal to the Community Preservation Committee so that it can determine whether the project is eligible and can offer you guidance. You must submit a Step One in September to be considered for funding for the following fiscal year.
* **STEP TWO is due by November 1.** If the CPC votes that your proposal is eligible, you may submit a more detailed Step Two application. Funding decisions are finalized by February, submitted to Annual Town Meeting in April, and available July 1.

**2. PREPARATION.** Use the attached application form, which may be filled out in the Word document. You can also find it at [middleborocpa.org](http://www.middleborocpa.org).

**3. GUIDELINES.** Provide all requested information on the application. Do not leave any line blank. Only completed applications will be considered.

* **Category and Purpose.** Select one primary CPA category (Open Space, Historic Preservation, Community Housing, Recreation) and one primary purpose (Acquire, Create, Preserve, Support, Rehabilitate/Restore). See the *Definition and Allowable Purposes Grid* on our website or here: [communitypreservation.org/sites/g/files/vyhlif4646/f/uploads/dor-allowable-uses-2012.pdf](https://www.communitypreservation.org/sites/g/files/vyhlif4646/f/uploads/dor-allowable-uses-2012.pdf).
* **CPA Funding Requested and Total Project Amount.** You must provide dollar amounts. Do not write “to be determined.”
* **Project Description.** This should be brief and include the project goals, the community benefit, why it is eligible for CPA funding, and how the project fits into the Community Preservation Plan, which you can find here: <https://middleborocpa.org/wp-content/uploads/2021/04/MDB_plan-030921_spreads_for_digital.pdf>.

**4: APPLICATION SUBMISSION.** Email your completed application as an attachment to:cpc@middleborocpa.org. For any questions, you may also contact us at cpc@middleborocpa.org.

**STEP ONE**

**TOWN OF MIDDLEBOROUGH**

**APPLICATION FOR**

**COMMUNITY PRESERVATION ELIGIBILITY**

**Date**: Click or tap here to enter text.

**Project Title**: Click or tap here to enter text.

**Applicant/Contact Person:** Click or tap here to enter text.

**Name of Organization/Department**: Click or tap here to enter text.

**Address of Organization/Department**: Click or tap here to enter text.

**Address of Project Site (if different):** Click or tap here to enter text.

**Telephone (work, home, mobile)**: Click or tap here to enter text.

**Email**: Click or tap here to enter text.

***Select one primary category and one primary purpose for your project:***

**CPA Category:** [ ]  **Open Space**

[ ]  **Recreation**

[ ]  **Historic Preservation**

[ ]  **Community Housing**

**CPA Purpose:** [ ]  **Acquire**

[ ]  **Create**

[ ]  **Preserve**

[ ]  **Support** (Community Housing only)

[ ]  **Rehabilitate/Restore**

**CPA Funding Requested**: Click or tap here to enter text.

**Total Project Cost**: Click or tap here to enter text.

**Project Description:** Click or tap here to enter text.