



Town of Royalston

APPLICATION

for Community Preservation Funding

Date: _____

Project Title: _____

Name of Applicant: _____

Name of Organization: _____

Address: _____

Telephone: _____ E-mail: _____

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

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

Please attach the following information. Include other supporting materials (maps, diagrams, photos, inspection reports, etc.) as necessary.

1. **Project Description:** A detailed project description, including specific objectives
2. **Goals:** A statement of how this project accomplishes the goals of the CPA (see "Specific Criteria" and "General Criteria" in the Royalston Community Preservation Plan)
3. **Timeline:** The schedule for project implementation (multi-year, if applicable)
4. **Budget:** A full budget including the following information, as applicable:
 - a. Total cost of the project, with itemization of major components
 - b. Additional funding sources, available, committed or under consideration
 - c. The basis for the budget and the sources of information used
5. **Personnel:** Names and contact information of project contractors, consultants, volunteers, etc.
6. **Support:** A statement of which town boards and organizations have expressed approval of or support for the project, and a statement of the nature and level of community support (*Please note that some projects require the official approval of certain town boards.*)

**Submit this form and supporting documentation
to the Royalston Community Preservation Committee,
13 The Common, PO Box 125, Royalston, MA 01368.**

For Committee Use Only

Date Received: _____ File Number: _____ Committee Vote: _____

Reason, if Rejected: _____

Date of Vote: _____ Signed _____

NOTE: All invoices for payments must be submitted to the town accountant and reference the town meeting date and article that approved the project.