



**CITY OF MEDFORD, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE**

SMALL GRANTS PROJECT APPLICATION

Applicants seeking grants of up to \$5,000 for projects with a total cost of up to \$10,000 should use this form. A total of \$50,000 will be made available for small grants in 2019.

Submit an electronic copy and 11 paper copies to:

Danielle Evans, Community Preservation Coordinator
 Medford City Hall – Room 108,
 85 George P. Hassett Drive,
 Medford, MA 02155
devans@medford-ma.gov

1. Applicant Information	
Applicant Name/Primary Contact:	
Co-applicant Name (if applicable):	
Property Owner:	
Is the owner the applicant? Yes No If No, does the applicant have site control or written consent of the property owner to submit an application? Yes <i>(Attach documentation)</i> No <i>(Project will be deemed ineligible for this applicant)</i>	
City of Medford must be co-applicant on all projects on City property. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;">Signature of Mayor</div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;">Signature of Staff Liaison</div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 200px; margin-right: 20px;"></div> Printed Name of Staff Liaison </div>	
Organization (if applicable):	
Mailing Address:	
Phone #:	
E-mail address:	
Applicant Signature:	Date:
Co-Applicant Signature:	Date:

2. Project Information

Project Name:

Project Location (address and assessor parcel id #):

CPA Program Area (*check all that apply*):

Open Space/ Recreation	Historic Resources	Community Housing

For Historic Resources Projects:

Is the resource in a Local Historic District and/or listed on the State Register of Historic Places? (you can check designation at mhc-macris.net) Yes No

If no, has the Medford Historical Commission made a determination that the resource is significant?

Yes No

3. Budget Summary

Total budget for project (not to exceed \$10,000):

CPA funding request (not to exceed \$5,000):

CPA request as percentage of total budget:

Please specify how the total CPA funds request was determined. Describe how CPA funds will be spent and itemize all projected expenditures. Attach additional pages if necessary.

4. Project Details (*attach additional pages if necessary*)

a. Please provide a brief description of the project:

b. How does the project meet the general and category-specific priorities outlined in the Medford Community Preservation Plan?

c. How does this project serve the public? What community need(s) does this project serve?

d. If applying with a government entity as a co-applicant, describe how they will work together, how finances will be managed, and the work will be continued after the conclusion of CPA funding.

e. Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.

f. Describe any permits, approvals, Massachusetts Architectural Access Board (MAAB) variance requests, or restrictions that are required for the project to go forward and the status for each.

g. For Historic Resources Rehabilitation Projects:

Describe how the proposed project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, as required by the CPA legislation under the definition of rehabilitation.

Include the following attachments, *if applicable and available*:

-) Documentation that you have control over the site, such as Purchase and Sale agreement, option, or deed; or explanation of how the proposed project will proceed in the absence of site control
-) Description/documentation of site conditions or limitations relevant to the proposed project, including natural resources (wetlands, flood plain, etc.) or hazardous materials
-) Massachusetts Historic Commission Historic inventory sheet or letter of historic determination from Medford Historical Commission
-) Visual materials: Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made
-) Names and addresses of project architects, contractors, and consultants
-) Letters of support sufficient to document clear endorsement by community members and groups, and, where appropriate, by municipal boards and departments
-) Any other information useful for the CPC in considering the project