

## STOCKBRIDGE COMMUNITY PRESERVATION COMMITTEE REQUEST FOR PROPOSALS

### Guidelines

The Committee will review all requests for funds in the Town's dedicated account, established by the adoption of the Community Preservation Act (CPA) by the citizens of the Town of Stockbridge in 2002 at Town Meeting. Approved projects will be submitted to the 2011 Annual Town Meeting for consideration in the budget for the fiscal year of 2012, which begins July 1, 2011 and ends June 30, 2012. Please observe the following:

- Project Submission Sheet must be completed.
- Requests should be for FY 2012, or for extended projects for up to five years, from FY2012 through FY2016.
- Letters of support are encouraged.
- For all projects, green/sustainable methods are encouraged. Specify how these objectives are being addressed.
- Specify how CPA funding will complement other funding sources.
- Provide quotes for costs whenever possible. If not, explain cost estimates.
- If your request is part of a longer-term project, include total project costs. A piecemeal approach is discouraged.
- Departments or agencies with multiple project requests should prioritize these projects.
- Keep in mind the legal limitations for which CPA funds can be used.
- For online information about the CPA, go to [www.communitypreservation.org](http://www.communitypreservation.org).
- If you have further questions, call 298-3411.
- **Proposals for FY2012 must be submitted by Friday, February 18, 2011, 12 NOON.** Submit 10 copies of the completed Project Submission Sheet and attachments to the Stockbridge Selectmen's Office, Town Offices, 50 Main Street. Attn: Community Preservation Committee.

The Committee requires a follow-up letter reporting the progress of the funded project to be submitted annually until the project is completed. If a project should be abandoned for some reason, the Committee requires a letter of notification to that effect so that the allocated money may revert to the Town's CPA general fund.

Any form of publicity shall acknowledge the use of CPA funding with the following credit line: This project is funded wholly or in part by the citizens of Stockbridge under the provisions of the Community Preservation Act.