



Community Preservation Committee
55 Main Street
Westford, Massachusetts 01886
Contact: Jesse Beyer
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Applying for Westford Community Preservation Funds

1. Review the governing law Chapter 44B, Community Preservation Act, and Westford's Community Preservation Funding application package to determine if project is eligible.
2. Obtain necessary written support from Historic Commission, Recreation Commission, Conservation Commission, Affordable Housing Committee, Housing Authority, Cemetery Commission, Water Commission, and/or Planning Board, as applicable.
3. Complete and submit application package, including all supporting materials (budget, quotes/estimates, timeline, maps, photos, plans, deed restrictions, CPC funding agreement) shall be submitted to the CPC Administrator at Westford Town Hall by Jan. 9, 2019 . Please email jbeyer@westfordma.gov for an application in Microsoft Word. Please remember, only time sensitive applications are considered during the Fall Special Town Meeting (STM) application cycle. All other applications should be submitted during the Annual Town Meeting (ATM) cycle.
4. During the normal CPC review period for recommendation at Westford's March Annual Town Meeting, please consider the following timeframe:
 - a. Needs Assessment Hearing/Initial Project Discussion (December)
 - b. CPC reviews complete application package (January/February).
 - c. Applicant appears before CPC for application interview(s), providing additional materials/information as requested by CPC.
 - d. CPC votes on recommendations (February).
 - e. CPC submits Annual Town Meeting warrant placeholder/warrant language to Board of Selectmen (late February/early March).
 - f. CPC representative appears before the Finance Committee and Selectmen for ATM recommendations.
 - g. Applicant prepared with project information for any questions asked during Annual Town Meeting.
5. If application is submitted outside the Annual Town Meeting timeframe, for a Special Town Meeting for example, please contact the CPC Administrator for further information. jbeyer@westfordma.gov