

# Project Submission Sheet

## Community Preservation Committee

**IMPORTANT NOTE:** Prior to submission of a proposal, it is strongly recommended that you contact the Community Preservation Committee Chair to discuss eligibility of the project and to ask/answer any questions. CPC Chair, Robin Steele can be reached at (781) 538-5957.

<b>Submitter:</b>	<b>Submission Date:</b>
<b>Submitter's address and phone number:</b>	<b>Purpose: (please select all that apply)</b>
<b>Town committee (if applicable)</b>	<input type="checkbox"/> Open Space <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Recreation <input type="checkbox"/> Administrative

**PROJECT NAME:** \_\_\_\_\_

**Description:** (Be as specific as possible. Attach all relevant supporting materials such as drawings, photos, maps, etc.)

**Budget:** Please provide a *detailed* budget of the project's cost. If cost estimates are included, please provide the source(s)/rationale of the estimates. Also include any other information that will assist the CPC in its deliberations.

Fiscal Year	Total Cost	CPC Funds Requested	Other Funding Sources
2017			
2018			
2019			
2020			
2021			
2022			
<b>Total</b>			

PROJECT ID: \_\_\_\_\_

# Project Submission Criteria

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## Community Preservation Committee

The Community Preservation Committee has established criteria by which to select appropriate and worthwhile CPC Projects for recommendation to Town Meeting. The following questions are based on these selection criteria, and are listed in order of importance. Projects which comprehensively and compellingly answer these questions are more likely to be recommended by the CPC. (The CPC acknowledges that not all questions are relevant to all projects.)

1. Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed? Is this request to acquire a threatened resource? Please explain.
2. Will this project serve multiple needs and populations within Bedford? Will this project assist a currently under-served population? Please explain.
3. Why is this project of value to Bedford?
4. How will this project preserve/enhance town assets?
5. How is this project consistent with Bedford's long range plans?
6. How does this project affect the environment?
7. Is it feasible to complete this project in the year for which funding has been requested? If not, explain. Please explain any other feasibility questions/issues?

*Submitters should attach any additional pages as necessary.*