

- Purpose:  Affordable Housing  
 Historic Preservation  
 Conservation/Open Space  
 Recreation  
 Admin

**Town of Lincoln, Massachusetts  
 Community Preservation Committee  
 Project Submission Form**

*For the FY09 funding submittals, the CPC has instituted a two-step process for submittal of applications. In order to be considered for recommendation at the March 2009 Town Meeting, preliminary "Letters of Interest" and this form must be submitted prior to **September 15, 2008**. Should your submittal be determined eligible for consideration, you shall be contacted regarding submittal of a detailed request information, which will be due prior to **October 22, 2008**.*

**Project Name:** Administrative Expenses

**Submitted by:** John L. Koenig for the CPC                      **Submission Date:** 2/4/2009

**Address, Phone, E-mail:**

**Town Committee or Organization (if applicable):** Community Preservation Committee

**Brief description of the project:**

As authorized by the Community Preservation Act, these funds would be used for administrative expenses of the Community Preservation Committee, primarily the annual dues for membership in the Community Preservation Coalition. Current annual dues are \$2,500. The request is for \$3,000 to provide some flexibility for other admin expenses, such as copying and mailing costs, which may come up during fiscal year 2010. Town Meeting authorized \$6,000 for admin last year, and \$5,000 of that was spent on the annual dues for 2008 and 2009. The \$1,000 balance will revert to general funds at the end of the current fiscal year, and will not carry over to next year.

**Time frame for completion of the project:**

The funds must be spent during fiscal year 2010. According to Colleen Wilkins, any unspent administrative funds automatically revert back to general funds of the CPC.

**How does this project help preserve Lincoln's character or further its mission?**

The purpose of the Community Preservation Coalition is to promote, support and protect community preservation and the Community Preservation Act. The Act is in line with Lincoln's character and mission; accordingly, continued viability of the Act and the state funding will help preserve that character and mission.

**What are your funding requirements for this project?**

Fiscal Year	Implementation Costs	Maintenance Costs	Total Costs	Other Funding Sources (and \$ amount)	CPC Funds Requested
2009					
2010	\$3,000				\$3,000
2011					
Total					

For CPC Use:  
 Received on: \_\_\_/\_\_\_/\_\_\_

Received by: \_\_\_\_\_

Determination: \_\_\_\_\_  
 Reviewed on: \_\_\_/\_\_\_/\_\_\_

**Please provide information regarding anticipated future funding requests from the Community Preservation Fund:**

Proposed Project	FY2010 Funds	FY2011 Funds	FY2012 Funds	FY2013 Funds	FY2014 Funds

***PLEASE ATTACH SUPPORTING DOCUMENTS OR OTHER INFORMATION***

**GUIDELINES FOR SUBMISSION**

1. Is the project consistent with Lincoln’s vision, and its Housing, Open Space and Recreation Plans, and other planning documents that have received town-wide review and input.
2. Does the project have the support of relevant town committees or organizations. (e.g. Conservation, Recreation, Historic, or Housing, etc.).
3. Does the project have other financial support.
4. Does the project help preserve threatened resources or currently owned town assets.
5. Does the project serve multiple needs and populations.
6. Does the project serve a population that is currently underserved.
7. Feasibility: We will pay special attention to whether the project can realistically be accomplished within the time frame and budget that is proposed.
8. Urgency: We will be interested to know the impact of a delay in initiating this project.

Please keep in mind also that there are legal limitations on the uses of CPA funds. If you have any doubt about your project's eligibility, please submit it so we have the opportunity to review it. Thank you.

- The Community Preservation Committee

**Please submit 11 copies of your application to Anita Scheipers, Assistant Town Administrator,**

**MISSION STATEMENT OF THE COMMUNITY PRESERVATION COMMITTEE**

*In alignment with the Town of Lincoln's Vision Statement, the Community Preservation Committee mission is to:*

- *Preserve Lincoln's historic resources and structures;*
- *Preserve and enhance Lincoln's open space for both conservation and recreation; and*
- *Preserve and increase Lincoln's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.*