



TOWN OF LENOX MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE

Roscoe Sandlin
Ken Fowler
Joe Strauch
Scott Pignatelli
Midge Sandlin
Fred Keator
Olga Weiss
Jim Sorrentino
James Jurney, Jr.

GUIDELINES FOR PROJECT SUBMISSION

There are legal restrictions on the use of CPA funds. Before submitting a project, applicants should read the Lenox CPA Bylaw (Chapter 23), the Community Preservation Plan (available from Town Hall or at www.townoflenox.com), and read information available on the Community Preservation Coalition website at www.communitypreservation.org.

Project requests must be in writing, using the attached application and Project Cover Sheet. Submit ten (10) copies to Mary Albertson, Lenox Town Hall, 6 Walker Street, Lenox, MA 01240.

Applicants may request funding for up to a five-year period. Applications must be submitted by **5:00 PM - Thursday - January 7, 2010** to be considered for the next fiscal year.

Review Process

The Lenox CPC will review applications for completeness and eligibility. The CPC will evaluate whether the project is ripe for funding and whether it meets the goals of the community. The CPC may ask applicants to meet with the committee, and/or request applicants to provide further information.

The CPC will hold public hearings on projects it chooses for further consideration. Applicants will have the opportunity to present the project and respond to questions from the CPC and the public.

Following the public hearing(s), the CPC will make its funding recommendations to the Board of Selectmen in the form of warrant articles to be voted at the Annual Town Meeting in May. Applicants who are selected will be expected to work with the CPC in preparing a presentation to Town Meeting.

Instructions: Complete the attached application, and submit the following supporting documentation as applicable:

Plans or drawings
Zoning compliance
Ownership or control verification

Budget breakdown
Feasibility studies
Letters of community support

Resumes of key personnel
Background of organization
Other information to help CPC evaluate the project

Contact Mary Albertson 413 637-5504 or malbertson@townoflenox.com



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APPLICATION & COVER SHEET

Project Name		Category			
		<input type="checkbox"/> Open Space		<input type="checkbox"/> Recreation	
		<input type="checkbox"/> Affordable Housing		<input type="checkbox"/> Historic Preservation	
Description					
		Applicant		Contact Person	
Name					
Address					
Phone					
Email					
FUNDING PLAN					
	FY	FY	FY	FY	FY
Primary					
CPA					
Matching					
Other					
Date Submitted:			Signature		
Sent to:	<input type="checkbox"/> Historical Commission <input type="checkbox"/> Conservation Commission <input type="checkbox"/> Planning Board		<input type="checkbox"/> Historic District Commission <input type="checkbox"/> Community Center Board <input type="checkbox"/> <input type="checkbox"/>		

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