

On a separate document, please include the following:

Project Summary: Attach detailed description of the Project using the following categories:

1. Project Scope, including the property involved and its proposed use
2. Key Steps for Implementation with a timeline and associated estimated costs (Note: Projects must be completed within two years of receipt of the grant award unless an extension is given for good cause.)
It is highly recommended that you include 3 estimates with your cost evaluation.
3. List of Stakeholders and their respective Needs or Requirements
4. Professional Oversight and Ongoing Project Management Responsibility
5. Anticipated Maintenance after project completion and Responsibility for Ongoing Maintenance
6. Benefit(s) to the Town of Hingham
7. Criteria to determine Success of Implementation
8. Additional Information (if not covered in the categories above)

Control of Site: Attach a statement indicating whether the applicant owns or has a purchase agreement for the property in the Project. If the property is under agreement describe the agreement, including timing and conditions. If the applicant does not have site control, please explain.

Feasibility: List all further actions or evaluations that will be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any known or potential barriers to moving forward.

Additional attachments: Include the following with ALL applications (if applicable)

- Assessor's map showing location of the Project
- Photographs of the site and any existing structures located on the site
- Architectural plans and specifications (for new construction or rehabilitation/renovation)
- Maps, renderings, etc.
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Other information useful for the Committee to consider the project

TIMING	Estimated Date for Beginning of Project:	Estimated Date for Completion of Project:
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If the proposed project is a phase of a larger project, describe the overall project and timeline. Describe the major milestones and when the project will be completed. Include an estimate of when the CPA funds requested will be needed.

Budget – Using a separate document, outline the total budget for the project and how CPA funds will be spent. Break down the project by year of expenditure. Describe all funding sources. Where applicable, describe how much of the proposed CPA funding should be designated to each of the four CPA purposes. **Make sure to consider any administrative expenses required to complete the project (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and explain how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and can include up to any 10% of the budget. PLEASE NOTE: Non-Profit Organizations should also include a current financial statement.**

* **Other Sources of Funding Available:**

Source of Funding	Amount Requested	Status	Timing Considerations	Contingent on CP Funding?

Submit to:

To return application & required documents, submit a PDF file via Email to:
CPC@hingham-ma.gov