



## Holyoke Community Preservation Small Grant Application

To encourage diversity in applicants, broaden community participation, and make applying less formidable for the average citizen, we have developed an alternative funding process for certain small grants, not to exceed \$3,000.00, for projects with a total project budget of no more than \$12,000. In order to best match the needs, timing, and capacity of applicants applying for smaller amounts of funding from the Community Preservation Committee of Holyoke, the Small Grant Applicants may use this alternative streamlined process for requesting funding for their project. This process for small grants occurs outside of the regular application cycle and exempts applicants from certain elements of the full process, including the need to pitch their project to the general public and conform to the regular timeline for applying and receiving funding. The Small Grant Application can be submitted at any time in the year, provided funds are available. Each applicant may submit one (1) application per year.

Examples of possible Small Grants Projects are not limited to, but MAY include projects such as:

- **Open Space and Recreation Projects:** signs or plaques, interpretive or educational installations, trail maintenance or creation, invasive species control, grading/soil treatment/vegetation planting, habitat management, wildlife or protected species enhancement, park benches, bleachers, playground equipment or other capital improvement (fixed to the property).
- **Examples of Historic Preservation Projects:** archiving of historic records, digitization of records.\*

Some projects are generally NOT appropriate for the Small Grant Application process because of their complexity or nature. For example: acquisition projects, large multi-stage projects, cost overruns for existing projects, or privately-owned historic buildings that provide no public benefit. In addition, supplanting municipal funds is not allowable.

\*Historic applicants should consult with Amy Landau at [Landau@holyoke.org](mailto:Landau@holyoke.org) for additional information on the application process.

### Small Grants Application Instructions:

1. Please familiarize yourself with the relevant portions of the Holyoke Preservation Plan: <https://holyokecpac.org/images/CPA-Final-Plan-6-15-18.pdf>. At a minimum: Determining Project Eligibility Chart (p.2), the Evaluation Criteria (p. 4) and applicable program criteria: Open Space/Recreation (p. 27), Community Housing (p. 28) and Historic Preservation (p. 29 ).
2. Consult with the CPC Staff person, Amy Landau at [landaua@holyoke.org](mailto:landaua@holyoke.org), prior to submitting any application materials. Coordinating this CPA staff will help ensure that your proposal is eligible for CPA funds, and increase the chances of a favorable decision.

3. Complete the Application Form below.
4. Email a complete PDF or Word document to [landaua@holyoke.org](mailto:landaua@holyoke.org).
5. Attach any letters of support, funding commitments, or necessary documents such as a landowner permission or proof of ownership. Projects that have significant support will be at an advantage, especially if an applicant can demonstrate a financial match of the requested funding amount from other sources, and/or in-kind donations such as donated labor or materials.
6. Attach any of the following if relevant:
  - a. Photographs or drawings
  - b. Maps (showing the location of the project)
  - c. Names and addresses of project contractors and/or consultants
  - d. Information regarding natural resource limitations (wetlands, flood plain) or zoning (district, dimensional or land use regulations as applies to the land)
  - e. Mass. Historic Commission Historic inventory sheet
  - f. Historic structure report or existing conditions report
  - g. Evidence that appropriate professional standards will be followed for any construction, restoration or rehabilitation proposed (this is especially true for projects that fall under the historic category, since they must follow the standards set by the US Dept. of the Interior, seen here: <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>)

### Small Grants Application

Please type the information directly into each field below.

<b>Project Title:</b>	
<b>Project Address:</b>	
<b>Project Sponsor(s)/ Organization(s):</b>	
<b>Contact Name:</b>	
<b>Property Owner, if applicable:</b>	
<b>Applicant Mailing Address:</b>	
<b>Applicant Phone Number and Email</b>	

**CPA Program Area (Check those that apply):**

Open/Rec Space     Historic Preservation     Recreation     Housing

**Project Purpose (check those that apply):**

Preservation     Rehabilitation/Restoration     Acquisition

Please answer the following questions in a Word or PDF document using each of the bolded headings below.

<p><b>Budget</b></p>	<p>Specify:</p> <ul style="list-style-type: none"> <li>• Total Project Budget (not to exceed \$12,000.00)</li> <li>• CPA Funding Request (not to exceed \$3,000.00) and CPA Request as % of Total Budget</li> <li>• Additional Funding Secured (from other sources)</li> <li>• List any in-kind donations of labor or materials</li> </ul> <p><b>Budget Summary:</b> Please specify how CPA funds will be spent. Itemize all projected expenditures. If budget is based on a quote, please attach it. List any additional funding sources or donations of in-kind service as part of the budget. These funds must be secured at the time of application, as evidenced by a signed commitment letter referencing the content of the application, including any restriction on use of funds.</p>
<p><b>Project Summary</b></p>	<p>Please provide a brief description of the project. Describe the steps of the project and a projected timeline for when they will be completed.</p>
<p><b>Community Preservation Criteria</b></p>	<p>What Community Preservation Criteria does this project meet? Please refer to the CPA Criteria in the Preservation Plan (p.2).</p>
<p><b>Community Need and Support</b></p>	<p>Describe:</p> <ul style="list-style-type: none"> <li>• What community need(s) does this project serve? What populations would it serve?</li> <li>• What community support does this project have? Letters of support, petitions, or surveys can be described here.</li> <li>• How will the success of this project be measured?</li> </ul>
<p><b>Ongoing Maintenance and Preservation</b></p>	<p>Describe:</p> <ul style="list-style-type: none"> <li>• What specific guarantees will assure the long-term use or preservation of this project?</li> <li>• What ongoing maintenance and upkeep will be required? If any, explain how it will be accomplished.</li> </ul>
<p><b>Additional Information</b></p>	<p>Provide any additional information you think would be useful to the CPC when considering your project.</p>

Applicant's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**For CPC Use:**

\_\_\_ Found eligible \_\_\_ Found ineligible \_\_\_ Funded \_\_\_ Not Funded

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Referred to traditional funding cycle.