

# Interested in Applying for CPA Funds?

Here's what to do, when:

As early as possible	Review the Sunderland CPA Guidelines at <a href="https://www.townofsunderland.us/sites/sunderlandma/files/uploads/sunderland_cpa_guidelines_2018_final.pdf">https://www.townofsunderland.us/sites/sunderlandma/files/uploads/sunderland_cpa_guidelines_2018_final.pdf</a> .
	To see if your project is eligible, review the CPA Allowable Uses at <a href="https://www.communitypreservation.org/allowable-uses">https://www.communitypreservation.org/allowable-uses</a> .
	Pursue partnerships, matching funds, and vendor estimates. These are keys to your proposal's success.
	If you are proposing a capital project, consult with the Town Administrator on how to engage in the Town Capital Planning process.
	Consult with the CPC Chair to ensure your project is eligible and learn how best to position your proposal.
December - January	Develop your proposal.
	Secure letters of support.
Late January	Submit complete proposal.
Early-Mid February	Attend CPC meeting and present your proposal.
Mid February – Early March	Revise proposal as requested by CPC.
Early March	Submit revised proposal if requested by CPC.
<b>If your proposal is recommended by CPC:</b>	
Last Friday in April	Present your proposal to Town Meeting.
<b>If your proposal is approved by Town Meeting:</b>	
Throughout Year	Execute project as proposed.
	Approve project invoices and forward to CPC Treasurer for payment.
	If issues arise, communicate with CPC Chair.
	If requested, provide project info for Town Newsletter.
	If requested, submit progress report or attend CPC meeting.