



Community Preservation Committee  
55 Main Street  
Westford, Massachusetts 01886  
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### **Applying for Westford Community Preservation Funds**

1. Review the governing law Chapter 44B, Community Preservation Act, and Westford's Community Preservation Funding application package to determine if project is eligible.
2. Obtain necessary written support from Historic Commission, Recreation Commission, Conservation Commission, Affordable Housing Committee, Housing Authority, Cemetery Commission, Water Commission, and/or Planning Board, as applicable.
3. Complete and submit application package, including all supporting materials (budget, quotes/estimates, timeline, maps, photos, plans, deed restrictions, CPC funding agreement) shall be submitted to the Finance and Budget Analyst at Westford Town Hall by **January 14**.
4. During the normal CPC review period for recommendation at Westford's March Annual Town Meeting, please consider the following timeframe:
  - a. CPC reviews complete application package (January/February).
  - b. Applicant appears before CPC for application interview(s), providing additional materials/information as requested by CPC.
  - c. CPC votes on recommendations (February).
  - d. CPC submits Annual Town Meeting warrant placeholder/warrant language to Board of Selectmen (late February).
  - e. CPC representative and applicant appear before Finance Committee and Selectmen for ATM recommendations.
  - f. Applicant and CPC prepare project information for March Annual Town Meeting.
5. If application is submitted outside the Annual Town Meeting timeframe, for a Special Town Meeting for example, please contact the CPC Admin Support or CPC chair for further information.