



MANCHESTER-BY-THE-SEA

TOWN HALL

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To Recipients of Community Preservation Grants:

In keeping with its responsibility to follow through to completion each of the awards recommended by the Community Preservation Committee (CPC) and approved at the Annual Town Meeting, the CPC has voted to request information regarding the status of your project on a semi-annual basis. This information will allow the CPC to exercise better management and tracking of each project. Further, it will allow the CPC to assist award recipients if they are experiencing any difficulties with their project.

Please fill out the information below and return this form to the CPC, no later than December 1, 2015. Thank you.

Project Title: _____

Project summary/description: _____

Contact person: mailing address, phone #, email address: _____

Expected start and completion dates (*if you anticipate delays with either the start or completion dates, please explain*). _____

Status of project (*please submit copies of all invoices paid to date*). _____

If your project has been completed, please have the following statement signed by the contact person responsible for the project.

“The _____ project has been completed and any remaining unspent funds may be re-allocated to the CP general fund”.

Signed:

Date: