

REQUEST FOR FUNDS—GUIDELINES
West Tisbury Community Preservation Committee

1. Each Request for Funds must be accompanied by a **PROJECT STATUS REPORT (PSR)**. The PSR is to be completed by the CPC Project Liaison with the Applicant's assistance and signed by the Applicant's authorized representative and CPC Project Liaison.
2. A Cover Invoice, *from the Applicant to the CPC* on **the agency's letterhead**, must be attached under the Project Status Report and over the other supporting documents, including invoices, receipts, and cancelled checks. The Cover Invoice should include line by line the annexed invoices (from vendors) and listed in the exact same order as the attached substantiating invoices. Payments will be made directly to the Applicant unless the Applicant is a Town of West Tisbury department.
3. If an invoice has already been paid by your agency and you are requesting *reimbursement*, please have either a copy of the cancelled check attached to that invoice or a PAID stamp and an authorized signature on that invoice, so that the CPC knows to reimburse your organization.
4. If payments are for contracted services, a copy of the signed contract should accompany the request. Additionally, we require a detailed report of billable hours (if applicable).
5. If charges are for newspaper ads, tear sheets must be provided. If this is not available, a copy of the advertisement showing the date of publication is required.
6. If charges are for travel, receipts are required (tickets, parking vouchers, food) as well as documentation regarding reason for travel (i.e., program, agenda, registration form).
7. State Law prohibits reimbursement for sales tax or for tips and gratuities. Please adjust invoices appropriately to reflect this. Town by-laws provide standardized limits for meals and mileage reimbursements. These limits are strictly adhered to by the CPC. No allowance is permitted for alcoholic beverages.
8. Please do not staple or paperclip anything in the Request for Funds packet. Insert the Request for Funds packet in a flat (9x12 or 10x13) envelope. Whenever possible make sure copies are on 8 ½ x11 paper (i.e., a copy of a cancelled check for a bank statement should be copied onto a standard sheet of paper, not cut out and attached as is).
9. Requests for Funds are voted on by the CPC at a monthly meeting (usually the fourth Wednesday of each month). All Requests for Funds and supporting documentation are to be submitted to your Project Liaison. It is imperative that the Project Liaison and applicant have jointly reviewed the Request for Funds before it is submitted to the Committee by the CPC Project Liaison.
10. Completed requests must be in the CPC Inbox located on the first floor of the Town Hall by no later than one week before the scheduled CPC monthly meeting.

NEVER hesitate to contact your Project Liaison or the CPC administrative assistant ((508) 696-0102 or cpa@westtisbury-ma.gov) if you have questions about how to submit a Request for Funds.