

**REQUEST FOR FUNDS/PROJECT STATUS
REPORT GUIDELINES
West Tisbury Community Preservation Committee**

1. Each 'Request for Funds' form must include an updated project status report. If you need help, please contact your CPC Project Liaison. This form must be signed by the project applicant, as well as the CPC Project Liaison and CPC Chairperson.
2. The 'Request for Funds' must include the original invoices, receipts and cancelled checks. Payments will be made directly to the Applicant unless the Applicant is a Town of West Tisbury department. Please indicate on the 'Request for Funds' form to whom the payment should be made out to, if it is not to be sent to the Applicant.
3. If an invoice has already been paid by your agency and you are requesting *reimbursement*, please have 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 the 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 above \$10,000.00 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 the CPC Administrative Assistant. 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.

Please do not hesitate to contact your Project Liaison or the CPC Administrative Assistant, (cpa@westtisbury-ma.gov) if you have questions about how to submit a Request for Funds