

**Community
Preservation
Committee**

**PROJECT STATUS REPORT
REQUEST FOR FUNDS**

Project Title _____ Date: _____

Project Manager: _____ Federal Tax ID #: _____

Deed Restriction: On File ☐ Pending ☐ Exempt ☐

Project Representative: (Contact Person)

Address: _____

Phone / Fax / E-mail: _____

Description of Request / Project Phase:

Project Timeline / Schedule and approximate amounts of future Disbursements:

The 'Request for Funds' must include the original invoices, receipts and cancelled checks, or such other documents as the Committee may require. Please have a copy of the cancelled check attached to the invoice or a PAID stamp and an authorized signature on that invoice. 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).

Original Amount Approved: \$ _____ FY _____

Balance brought forward: \$ _____

AMOUNT REQUESTED HERE: \$ _____

Remaining Project Balance: \$ _____

Applicant Signature: _____ Date: _____

CPC Project Liaison Signature: _____ Date: _____

CPC Chairperson Signature: _____ Date: _____

Updated 9/21