



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment

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To All Potential FY 2018 CIP Applicants:

The application process for funding consideration in the City's next Community Improvement Program (CIP FY 2018) has begun. Accordingly, enclosed for your completion are the CIP Application forms as well as instructions to assist you in their completion.

While applicants for funding are not required to meet with CIP Staff to discuss their funding requests, please feel free to contact us should you have any questions filling out any of these forms (603-624-6450). Please note that the City will not be able to consider any funding requests received beyond the submission date.

**Original submissions accepted only, no e-mail submissions.** The instructions and application may also be accessed through the Planning & Community Development web page at:

<http://www.manchesternh.gov/Departments/Planning-and-Comm-Dev/Community-Improvement-Program/Budget-Forms>

The submission date for funding consideration is **5:00 p.m. Wednesday, November 30<sup>th</sup>**. Consistent with previous practices agency presentations televised through the Manchester public access channel will once again be held in the Aldermanic Chambers, allowing applicants an opportunity to personally present their request(s) before the Mayor, Aldermen and viewing public. The presentations will be held on **Monday, December 12<sup>th</sup>**. Presentations will only take place on one day, so please make every effort to arrange your schedule accordingly. CIP Staff will continue to assist the Mayor in the review, preparation and presentation of the Community Improvement Program to the Board of Mayor and Aldermen.

The CIP Staff and I look forward to working with you in the development of the CIP Program and thank you in advance for your cooperation in complying with our requirements.

Sincerely,

Leon L. LaFreniere, AICP  
Director, Planning and Community Development

Cc: Mayor Theodore Gatsas