# PreservINg Main Street



## Letter of Interest Guidance

The Indiana Main Street organization will submit up to a 3-page letter of interest through GMS by **Friday, June 18, 2021 4:00 p.m. E.T.** expressing why they are the best fit for the program. The application submission must also include letters of support from partners (**including but not limited to:** Local Unit of Government, Community Foundation etc., and at least 3 building owners). All applications will be reviewed by staff representatives from OCRA, Indiana Landmarks, and Indiana Humanities, and the three finalists will be chosen by a consensus of the committee.

The narrative Letter of Interest leaves room for the Main Street organization to demonstrate creativity, however the following should be considered and addressed in the application:

- An overview of current and recent historic preservation efforts in the downtown
- Statement of need:
    o Outlining the nature, extent, and transformative impact the program would have on the community.
- Community Engagement:
    o Describe the extent to which there is an ongoing relationship between Main Street, the Local Unit of Government and the community in efforts related to downtown.
    o Describe the Main Street's relationship with the Building/Business owners. Can the Main Street organization demonstrate confidence that building/business owners will participate in transformative preservation projects?
- Capacity:
    o Illustrate the Main Street's capacity and commitment to administer the program over the next two years.
    o Outline the Main Street's fiscal management and fundraising capacity.

In addition to a narrative Letter of Interest, the application should also include a number of uploads including letters of commitment from partners. Partner letters should **at a minimum** describe their support of the application and demonstrate meaningful commitment to the program, but preferably outline specific and meaningful ways they can and will provide support to the Main Street organization in execution of the program. **The letter from the Local Unit of Government should come from an elected official and must address their willingness to consider adopting a local preservation ordinance.**

Other uploads that must be included are listed below. In addition to the following, the applicant is encouraged to include other uploads that demonstrate why they are the best community for this pilot effort:

- Map of downtown, identifying proposed project locations (this is not meant to be a firm commitment of project locations, rather areas where the Main Street/LUG anticipates targeting this investment opportunity).
- Photos of notable or landmark structures in the downtown
- Relevant Main Street or community planning documents that reference prior historic preservation/downtown revitalization efforts

# Submitting the LOI through GMS
https://indianaegms.force.com/Grants
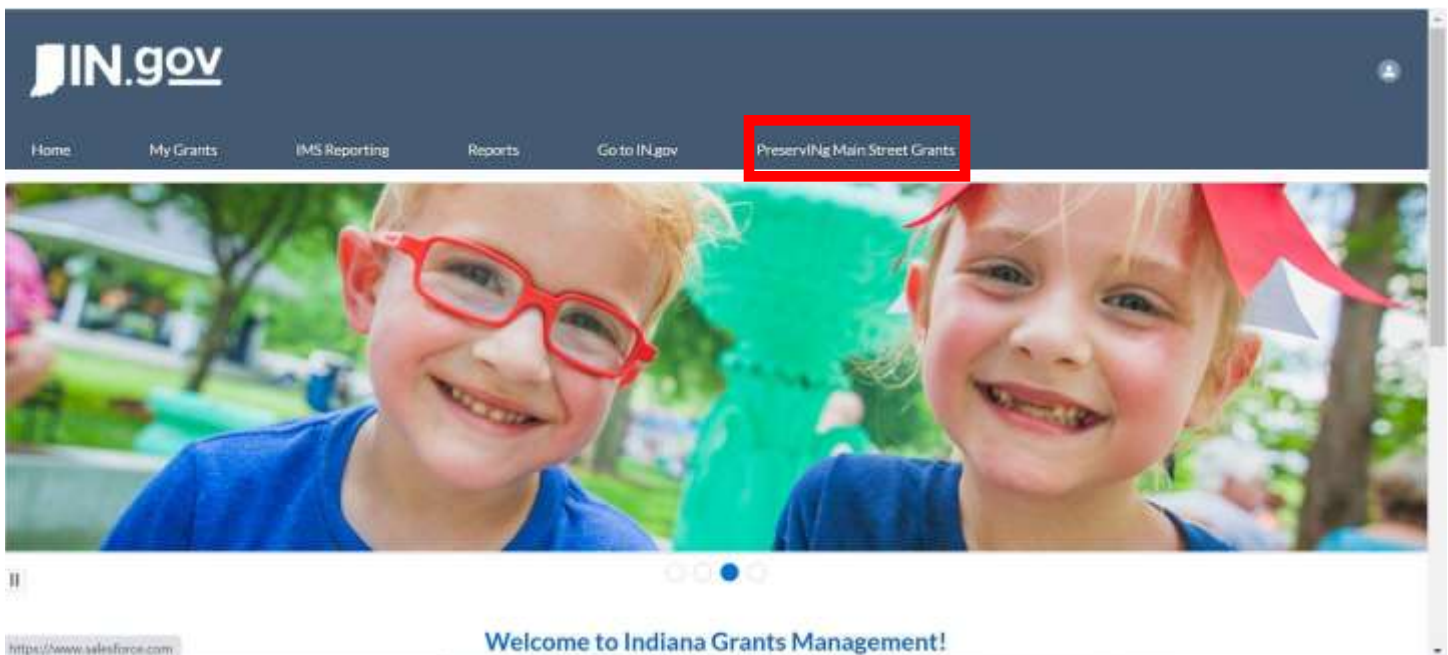


After signing in with your IMS user log in, click on the "PreservINg Main Street Grants" tab.

Only one person can work on and submit the application. Since the application is a narrative, it is recommended that you work on it in Word and then upload to GMS when you are finished.

**NOTE:** If you forgot your log in information, email Matt Wakefield at MWakefield@ocra.IN.gov directly for a password reset
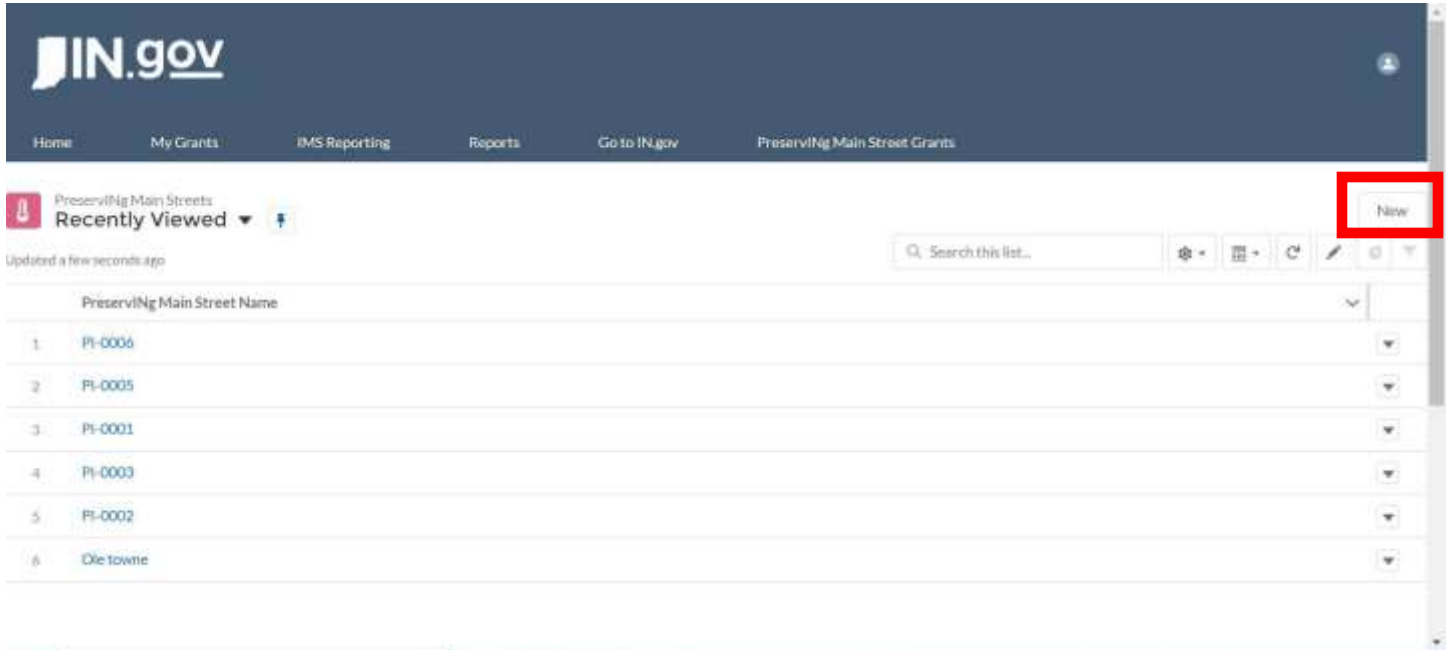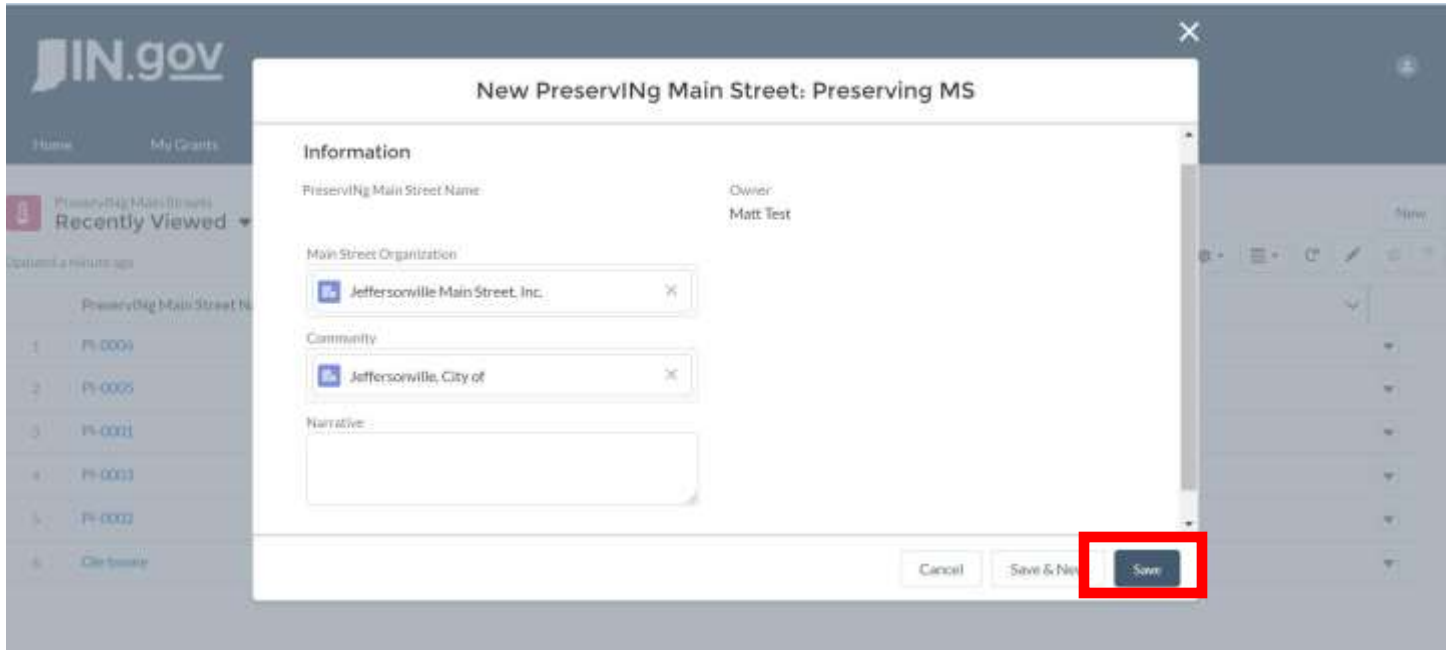
Click "**New**" in the corner to generate your application.
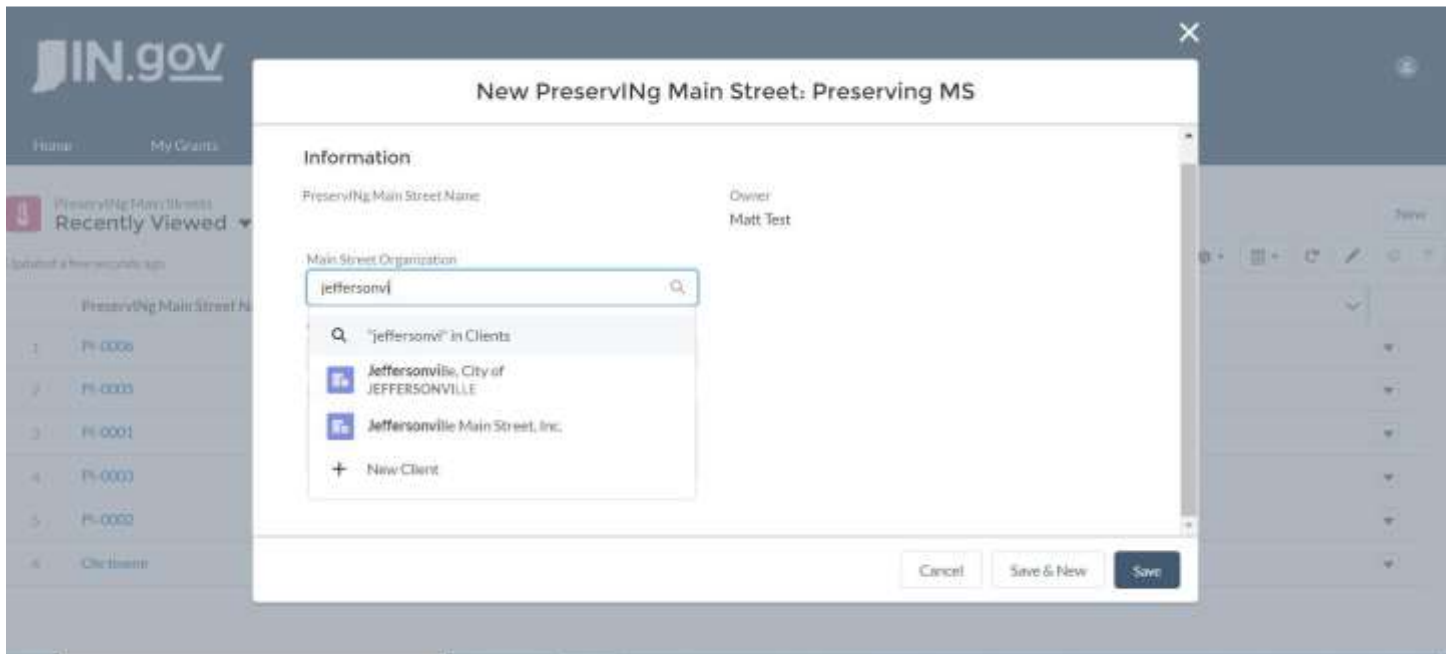


After clicking "New", the application form will generate.

**"Main Street Organization":** search for the name of your Main Street organization

**"Community":** Search for the name of the community your Main Street organization represents.

**Narrative:** Copy and Paste from a Word document. The Narrative is limited to about 3 pages. Please use line breaks between paragraphs.

**Click Save.**
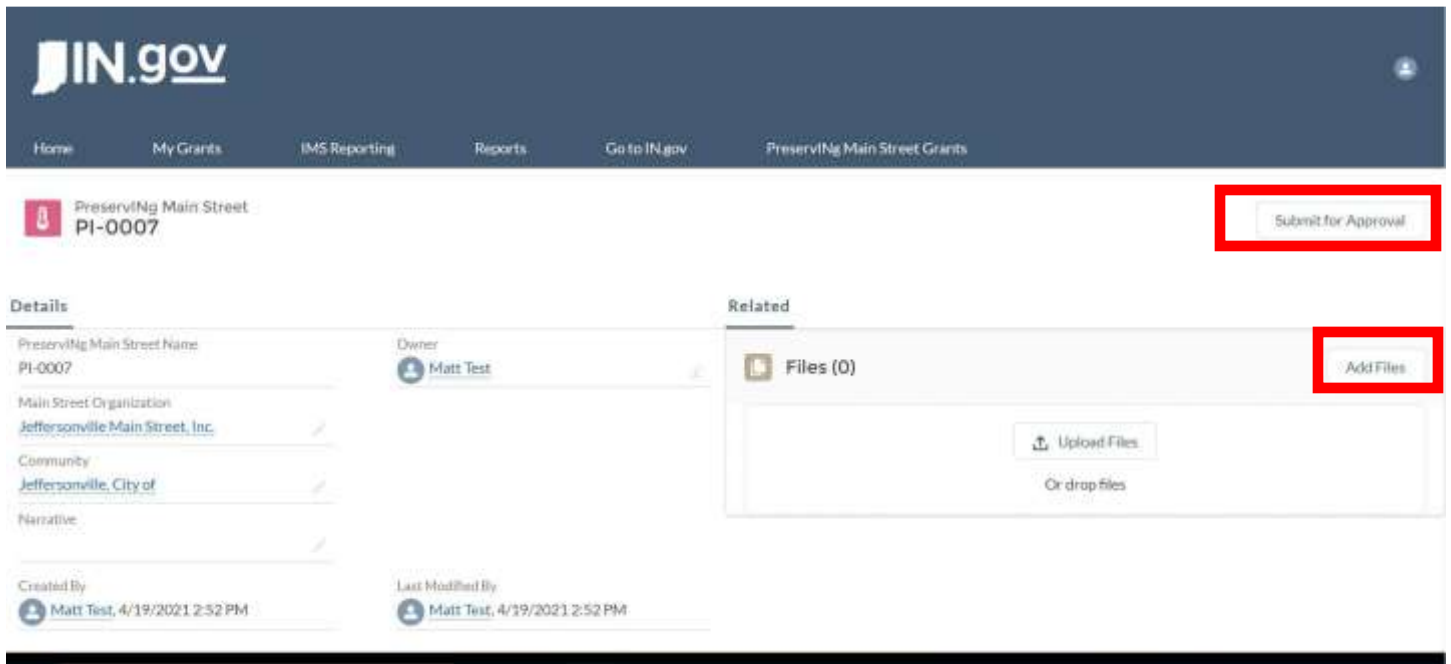


After you hit save, it will bring you to this grant record page. Here you can make edits to any of the fields and upload supporting documentation.

To upload supporting documentation, hit "add files" or drag and drop.

When you are ready to submit, hit **"Submit for Approval"**. You must submit the application for your application to be considered.