

SAMPLE LETTER OF INTENT
Indiana Main Street (IMS) Program
Aspiring IAMS 1-year Program

Letter of intent should be put on applying organizations letterhead

The Name of Organization would like to be considered for the Aspiring IAMS 1-year Program during the 2023-2024 year. We understand the eligibility requirements and are prepared to meet all financial and time expectations if selected to participate in this program.

We have met with our OCRA Community Liaison and have received the appropriate materials to be considered.

We have thoroughly reviewed the IAMS Baseline Requirements, Accreditation Standards and Self-Assessment document and feel strongly that we have the capacity to meet all of the requirements and standards by the end of our 1-year trial period.

We have contacted our local unit of government (mayor or town council president) and have received full support of our pursuing the program. The local unit of government signature below indicates this support but in no way binds the city or town to financial support.

We have completed the Self-Assessment and are including it with our Letter of Intent.

If we are accepted into the program, we commit to completing the 1-year trial period within the allotted time, including but not limited to:

- Following through on each of the Baseline Requirements and Indiana Accreditation Standards during the trial period through goals and work planning.
- Submitting quarterly reporting beginning in July of 2023 and throughout the trial period.
- Attending a 2-hour Prep session in May of 2023 with Indiana Main Street
- Attend one Community Exchange

If, for any reason, we are no longer able to pursue the Letter of Intent process, we will notify our OCRA Community Liaison and Indiana Main Street Program Managers to explain the situation.

We understand that this Letter of Intent and any requested documentation is due to our Community Liaison no later than **4:00 p.m., ET, December 30, 2022**. Until then, if we have any questions, we will call our Community Liaison.

Sincerely,
Contact Person
Title
Contact Information

Signature of Main Street Representative, title

Date

Signature of Mayor or Town Council Official

Date