

**SAMPLE LETTER OF INTENT**  
**Indiana Main Street (IMS) Program**  
**OCRA's Downtown Affiliate Network (ODAN)**  
***Submitted letter should be placed on organizational letter***

The Name of Organization would like to be considered for the OCRA's Downtown Affiliate Network (ODAN) application process for the 2022-2023 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 ODAN Foundational Requirements and ODAN Criterion and feel strongly that we can show how we are meeting those requirements and standards.

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 understand that our Letter of Intent will be reviewed by the Indiana Main Street (IMS) team and we will either be invited to participate in the ODAN application process, or we will be declined with feedback.

If, for any reason, we are no longer able to pursue the Letter of Intent process, or application process (if invited), 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, October 31, 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*