Sample Letter of Intent to Apply

**Indiana Main Street (IMS) Program**

The city/town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ intends to complete and submit an application to participate in the Indiana Main Street program during the November 2020 – February 2021 application window. We understand the eligibility requirements and are prepared to meet all financial and time expectations if selected to participate in this program.

Representatives from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of organization) contacted the appropriate OCRA Community Liaison and has received a Main Street 101 prior to submitting this letter.

We understand that this letter in no way binds us to applying. However, a group of citizens are currently working toward completion of the requirements for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (OCRA’s Downtown Affiliate Network, Indiana Accredited Main Street, Nationally Accredited Main Street) application.

If, for any reason, we are unable to complete the application, we will notify our OCRA Community Liaison and Indiana Main Street Program Managers to explain the situation. We understand the application is due in the Indiana Grants Management System no later than 5:00 p.m. ET, March 5, 2021.

Until then, if we have any questions, we will contact our OCRA Community Liaison.

To create an account in the Indiana Grants Management System, OCRA will utilize the following information. This point person is responsible for organizing the IMS application.

*First Name:*

*Last Name:*

*Title:*

*Email:*

*Phone:*

Sincerely,  
Contact Person

Title

Contact Information

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Town Council President/Mayor Date*

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*Signature of Main Street representative, title Date*