[LETTERHEAD]

RE: 2016 Buffalo Main Streets Initiative Grant Application

[DATE]

In [month], the [organization] is submitting an application for a Buffalo Main Streets Initiative (BMSI) grant to stimulate reinvestment in properties on [street] in the City of Buffalo. [Organization] is soliciting expressions of interest and letters of support from business owners and property owners. The BMSI program is intended to revitalize mixed-use commercial districts in low-to-moderate income Census tracts. The grant has the following characteristics:

* + - * BMSI is a matching program, where [organization] will reimburse up to 75% of the total project cost for eligible activities within the per/building limits.
      * The grant may be used for facade renovations and interior residential and commercial rehabilitation.
      * The funds are reimbursed when the project is complete.
      * The grant must be made to the owner of the property and they will be required to maintain the assisted improvements for a minimum of five years, and will execute a Property Maintenance Declaration to formalize this responsibility.
      * Reimbursement can be up to $50,000 for building improvements. If the project includes rehabilitation of residential housing units, an additional $25,000 per unit is available.
      * The total grant cannot exceed $150,000 per property.

We are seeking expressions of interest from property owners and business owners who, if we are awarded a BMSI grant, would like to participate in the program. If you are interested in a grant, please send the following information to [person] at [email address] by [date].

1. Project contact name
2. Project contact phone number and email address
3. Are you the business or property owner?
4. Business Name (if applicable)
5. Project address
6. Short project summary and specific proposed work items
7. Whether or not the building is eligible for the National Historic Register
8. Total project cost
9. Type of funding commitment for 25% match and construction financing (loan, grant, equity)

We are excited about this opportunity to advance local revitalization efforts on [avenue], and look forward to working with you to improve our commercial district.

Sincerely,

[Project Contact]