[Insert date]

Name

Address

City, State Zip

Dear Property/Business Owner:

In [month], [Organization] is submitting an application for a Buffalo Main Streets Initiative (BMSI) grant to stimulate reinvestment in properties on [project area]. [Organization] is soliciting expressions of interest from business owners and property owners for eligible projects. We invite you to attend a meeting on [Date] at [Time] at [Location] to hear more about the BMSI program and provide input to the application process.

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 costs 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.

After the meeting, we will be seeking expressions of interest from property owners who would like to participate in the Main Street program. If you cannot attend the meeting, but would like to be considered for this program, please send the following information to [Contact and email address]. [He/she] will contact you to discuss the project further.

1. Project contact name
2. Project contact phone number
3. Project contact email address
4. Are you the business or property owner?
5. Business Name (if applicable)
6. Project address
7. Short project summary and specific proposed work items
8. Whether or not the building is eligible for the National Historic Register
9. Total project cost
10. 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 [Street Name], and look forward to working with you to improve our commercial district.

Sincerely,

[Project Contact and Title]