

(AGENCY LETTERHEAD)

Community Development Committee
c/o Keith Hamre
Room 407, City Hall
Duluth, MN 55802

RE: Intent to Apply for 2015 *(CDBG, HOME or ESG)* Funding Award

Dear Committee Members,

Please accept this letter as a request to submit an application from *(Agency / Organization)* for the program year 2015 *(CDBG, HOME or ESG)* funds in the amount of \$_____. We are asking for your support for our *(new / ongoing)* *(title of project / program)*.

(Brief one paragraph description of the project / program)

(If proposing a new project / program not funding by CDBG, HOME or ESG in the past, include a paragraph stating how you are replicating best practices and note similar projects that have been successful elsewhere.)

The *(project / program)* addresses the Consolidated Plan's Priority and Objective of *(insert the Priority & Objective listed in either Table 2A or Table 2B)*. Our target population, *(examples "homeless families" "displaced workers" "Lincoln Park residents")*, is in need of our help as evidenced by *(reference third party appropriate statistical data such as need assessment(s) / prior study results / waiting list / etc., which is easily obtained for CD staff review)*.

The lives of the people we serve will be improved in the following way(s): _____
In addition, the community as a whole will be made better because _____
We will evaluate these outcomes by measuring _____

Please feel free to contact me *(insert contact information)*. Thank you for considering our request to submit a full application.

Sincerely,

(Signature of Board President / Executive Director / Project or Program Director)