

EXAMPLE LETTER OF INTENT (LOI) - *See instructions below.*  
{USE OFFICIAL MUNICIPAL LETTERHEAD}

{Date}

Jenny B. Mason, CCCFF Coordinator  
Nebraska Department of Economic Development  
301 Centennial Mall South  
PO Box 94666  
Lincoln, NE 68509-4666

RE: Letter of Intent to apply

Dear Ms. Mason:

This letter is official notice to the Department of Economic Development that the {City of Anytown} intends to apply for an award through the Community and Civic Center Financing Fund program. The city has reviewed the grant maximum schedule and is in the process of completing the application for the {2021} program year.

Grant application type: {planning or capital construction}

Application Name: {Anytown Recreation Center}

Estimated total project budget: {\$ESTIMATE}

Anticipated CCCFF grant request: {\$REQUEST}

The city is aware that, if awarded, CCCFF monies cannot account for more than fifty percent of total project costs and has a general accounting system in place to track project costs.

Sincerely,

{Chief Elected Official}  
{Printed Name, Title}

**INSTRUCTIONS:** retain the original, signed letter within your files (i.e., do not mail the original to DED) and upload a scanned copy of the signed LOI following the instructions within the application and program guidelines.