

**Passaic County Open Space, Farmland, and Historic Preservation Trust Fund
LETTER OF INTENT SAMPLE**

Jessie Summers, PLA, Open Space Coordinator
County of Passaic
401 Grand Street, Room 417
Paterson, NJ 07505

Re: Notice of Intent to Submit a PARK DEVELOPMENT application to the PASSAIC COUNTY OPEN SPACE, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND GRANT PROGRAM

Ms. Summers:

I am submitting this letter to notify the Passaic County Open Space, Farmland, and Historic Preservation Advisory Committee of **(municipality or organization)**'s intent to submit a Park Development application to the FY2022 *Passaic County Open Space, Farmland, and Historic Preservation* grant program. The project area includes **(include geographic description of area)**. The project includes the following work items: **(summarize the scope of work)**.

The total estimated cost of the project is \$ **(estimated cost)**, which includes \$ **(estimated grant request amount)** of County Open Space funds and \$ **(estimated local match amount)** in local match. The local match source is **(describe local match package)**.

(If awarded a grant in 2020/21, please provide a status update on the project's progress).

Sincerely,

XXXX