**Sample Acknowledgment Letter Instructions**

**(WI Tomorrow Main Street Bounceback Grant Application)**

**PLEASE NOTE, AS OF June 1, 2022, WEDC REQUIRES A MINIMUM OF 400 SQUARE FEET OF NEW LEASED OR PURCHASED SPACE IN ORDER TO BE ELIGIBLE FOR THIS PROGRAM.**

The purpose of this letter is for the Applicant to make a local resource contact that could provide technical assistance to the Applicant in supporting its business in the future.

**Do not pay to have this letter completed. A membership organization doesn’t charge for the letter but provides the letter as a member benefit. Work with a recognized organization. Contact** **mdc@medconline.com** **if you have questions about an organization.**

Suggested acceptable organizations to issue this letter are:

Regional or local economic development organization

Local municipality (economic development department) or elected official

Chamber of Commerce

Business Improvement District

Qualified Commercial Real Estate Association, not a broker

Main Street program

Connect Community organization

**THIS LETTER WILL NOT BE ACCEPTED IF COMPLETED BY THE LANDLORD, LISTING AGENT, OR THE TENANT.**

**Instructional Note to the Letter Issuer:**

This template should be updated with the Applicant information (requesting/reviewing a copy of the applicant’s lease may be necessary), placed on your letterhead, and signed by an authorized individual from your organization.

Franchised and/or co-working spaces will not be eligible for this grant beginning 6/1/2022 due to the inability to provide space specific proof of occupancy. This also includes subleases, unless the building owner has signed on the lease.

Please be sure to email a copy of the completed and signed pdf to **mdc@medconline.com** for EVERY letter issued.

* This will allow review and confirmation as to the validity of the letter.
* The grant application will be delayed and potentially not funded if the letter cannot be validated during the review process.

Reminder: The program is open until December 31, 2022 or until funding is exhausted.

Thank you.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Milwaukee Development Corporation

**Re: WI Tomorrow Main Street Bounceback Grant Application**

This letter shall confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Business”) is a new tenant or owner of a previously vacant commercial space or has expanded the Business footprint into additional previously vacant commercial space.

The commercial space was previously vacant and is located at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {insert full mailing address}.

The lease or sales contract entered into by Business is dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The undersigned recognizes that the Wisconsin Economic Development Corporation (“WEDC”), and agents of the WI Tomorrow Main Street Bounceback Grant Program, will reasonably rely on these representations and warranties in making the decision to award the WI Tomorrow Main Street Bounceback Grant.

Sincerely,

Name and title/position of authorized signer.

Cc: mdc@medconline.com