



CITY OF MARIANNA & MAIN STREET MARIANNA 2026-2027 CRA AWNING GRANT APPLICATION



Program Purpose

The CRA Awning Grant Program uses Community Redevelopment Agency (CRA) funds to encourage improvements to eligible commercial properties within the CRA boundaries. The program is intended to strengthen downtown Marianna by improving storefront appearance, supporting historic character, providing shade and weather protection, and creating a more attractive business environment.

Program Period

October 1, 2026 - September 30, 2027

Awards and reimbursements are subject to available CRA funding.

Eligible Improvements

- New or replacement awnings for eligible commercial properties within the CRA district.
- Grant funds may be used for approved awning materials and installation only.
- Proposed awnings must comply with applicable City requirements and historic preservation/design guidelines.

Funding

- Maximum grant award: \$5,000 per approved application.
- No matching contribution is required; however, this is a reimbursement program. The applicant must pay eligible project costs before reimbursement is issued.
- Reimbursement will not exceed the approved grant amount or documented eligible project cost, whichever is less.
- Completed projects are reimbursed on a first-come, first-served basis while funds remain available.

Important - Before You Begin

DO NOT assume funding is guaranteed. Submitting an application or receiving preliminary approval does not guarantee reimbursement. Applicants must comply with all program requirements. Work is subject to inspection before reimbursement.

Application Review

Completed applications will be reviewed for eligibility and completeness. City/Main Street staff may request additional information before an application is considered complete. CRA/City approval, if required, will be documented by staff.

1. Applicant & Property Information

Applicant Name

Property Physical Address

Contact Person

Email

Estimated Project Start Date

Business Name

Mailing Address

Phone

Property Owner Name

Estimated Project Completion Date

2. Project Information

Vendor / Contractor

Grant Amount Requested (up to \$5,000)

Total Estimated Project Cost

Estimated Applicant Out-of-Pocket Cost, if any

Proposed Awning Type / Color

☐ Fabric: Black ☐ Black & White Stripe ☐ Gray ☐ Tan/Khaki ☐ Tan/Khaki & White Stripe ☐ Metal: Black ☐ Other (subject to approval): _____

Brief Project Description

3. Property / Applicant Status

- ☐ I own the property.
- ☐ I lease the property and have attached written authorization from the property owner.
- ☐ Existing business with a current City business tax receipt / occupational license, if applicable.
- ☐ Building owner improving property for future rental, lease, or sale.
- ☐ Current Main Street Marianna partner for the 2026-2027 fiscal year.

4. Required Attachments

- ☐ Proof of current Main Street Marianna partnership.
- ☐ Copy of current City business license / business tax receipt, if applicable.
- ☐ Sketch, rendering, photograph, or manufacturer image showing the proposed awning.
- ☐ Itemized estimate or quote showing materials and installation costs.
- ☐ Proof of property ownership or lease agreement; if leased, include owner authorization.
- ☐ Any additional information requested by City/Main Street staff.

5. Eligibility Requirements

- The property must be located within the City of Marianna CRA district (see CRA map on the final page).
- The property must be used for a for-profit commercial business or be an eligible commercial building being improved for future rental, lease, or sale.
- Existing businesses must be in compliance with applicable City codes at project completion.
- The applicant/property must be current on City water, sewer, and gas accounts, as applicable.
- The property must be current on ad valorem/property taxes and have no outstanding code enforcement liens.
- If the applicant is a tenant, written approval from the property owner is required.
- The applicant must be a current Main Street Marianna partner for the 2026-2027 fiscal year.
- All required permits, approvals, and development orders must be obtained when applicable.

6. Grant Conditions & Reimbursement

- Grant awards shall not exceed \$5,000.
- Eligible costs are limited to approved awning materials and installation. Unrelated work is not reimbursable.
- Applicants are responsible for paying project costs. Reimbursement is issued only after the project is complete, required documentation is submitted, and the work is inspected/approved by the City.
- Reimbursement will be based on actual documented eligible costs and will not exceed the approved grant amount.
- Before-and-after color photographs are required.
- Paid invoices and proof of payment are required. For checks, provide copies of the front and back of the canceled check; other acceptable proof of payment may be approved by City Finance staff.
- All work must be completed within the program period unless a written extension is approved.
- Grant funds are limited and are reimbursed on a first-come, first-served basis to completed, eligible projects. An application does not reserve or guarantee funding.

7. Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that submission of this application does not guarantee funding or reimbursement. I agree to comply with all applicable City requirements, obtain required permits/approvals, maintain supporting records, and permit City/Main Street staff to inspect the project as needed. I understand that only approved, documented, eligible costs may be reimbursed and that reimbursement is subject to available CRA funds.

Applicant Signature

Date

Property Owner Signature (if applicable)

Date

Reimbursement / Funds Disbursement Checklist

Submit the following after the approved work is complete. Incomplete reimbursement packets may delay payment.

1. ☐ Proof of current Main Street Marianna partnership.
2. ☐ Detailed description of work completed.
3. ☐ Proof of ownership, or lease agreement plus property owner authorization.
4. ☐ Final itemized invoice(s) consistent with the approved scope of work.
5. ☐ Proof of payment for eligible costs (including front and back of canceled checks when payment was made by check).
6. ☐ Color photographs showing the property before and after the improvements.
7. ☐ Copy of required Development Order, Building Permit, or other City approval, if applicable.
8. ☐ Any additional documentation requested by City Finance or CRA staff.

Staff Review - To Be Completed by City / Main Street Staff

Application complete and eligible	☐ Yes ☐ No
Site inspection completed	☐ Yes ☐ No Date: _____
Approved grant amount	\$_____
Main Street approval	Signature: _____ Date: _____
City Manager approval	Signature: _____ Date: _____
Finance Director approval / documentation code	Signature/Code: _____ Date: _____

Funding Notice: Reimbursement is subject to final eligibility review, completion of all required documentation, inspection/approval, and availability of CRA funds.

Applicants should confirm that the project property is located within the CRA boundary shown below.

City of Marianna CRA Map

