



CITY OF MARIANNA / MAIN STREET MARIANNA

2026-2027 CRA ECONOMIC DEVELOPMENT GRANT

Application & Program Guidelines



PROGRAM PERIOD: OCTOBER 1, 2026 – SEPTEMBER 30, 2027

Program Purpose. The CRA Economic Development Grant uses Community Redevelopment Agency funds to encourage new and expanding for-profit businesses to locate in the CRA/Main Street District, reduce storefront vacancy, improve commercial properties, preserve downtown structures, create jobs, increase private investment, and expand goods-and-services options for residents and visitors.

Program Alignment. The program supports the CRA Redevelopment Plan and the Downtown Marianna Community Redevelopment Area established by City Commission Resolution No. 92-15 (November 4, 1992). Priority is placed on activating vacant commercial space, improving historic façades and building systems, and supporting year-round downtown activity.

IMPORTANT: This is a reimbursement grant. Application or pre-approval does not guarantee reimbursement. Reimbursements are made to completed, approved projects on a first-come, first-served basis, subject to available CRA funds.

1. Grant Categories

Category	Maximum Reimbursement	Primary Focus	Typical Eligible Applicants/Uses
Hospitality & Food Service Grant	Up to \$30,000	Restaurant, café, grocery/market, hospitality, arts/entertainment, or related	Kitchens, hoods, grease traps, fire suppression, multi-compartment sinks, electrical upgrades tied to food/beverage build-outs, and other approved opening-
Retail Business Development Grant	Up to \$20,000	Permanent retail business in the downtown/Lafayette Street area	Specialty retail; outdoor-oriented retail; home & lifestyle; books, plants and home goods; child-friendly activities; craft/arts concepts; and other approved business-

2. Applicant & Project Information

Applicant Name		
Business Name		
Property Address		
Contact Person		
Mailing Address		
Phone		Email
Property Owner		
Estimated Project Dates	Start	End
Total Project Cost	\$	Grant Amount Requested

Grant category requested: ☐ Hospitality & Food Service (up to \$30,000) ☐ Retail Business Development (up to \$20,000)

3. Eligibility Requirements

- Project must support a for-profit business located within the City of Marianna CRA district shown on the attached map.
- Applicant must be a current Main Street Marianna partner for the 2026-2027 fiscal year.
- Eligible applicants include property owners and commercial tenants. Tenant applicants must provide written property-owner consent for the proposed improvements.
- Property must be current on City water/sewer/gas accounts and property taxes and must be free of disqualifying liens.
- Project must comply with City of Marianna codes, permitting requirements, and development approvals at completion.
- Priority may be given to vacant downtown/CRA commercial buildings and new-to-market or expanding concepts that address identified retail, restaurant, hospitality, arts/entertainment, or service gaps.

4. Eligible & Ineligible Costs

Generally eligible, when approved and necessary to open, expand, rehabilitate, or occupy the business/property:

- Exterior and façade renovations, including approved building materials and colors.
- Interior renovations and permanent building improvements.
- Utility deposits associated with opening the business.
- Code-related and business-opening systems such as qualifying kitchen equipment infrastructure, hoods, grease traps, fire suppression, multi-compartment sinks, and electrical upgrades.
- Labor performed by a licensed contractor or qualified independent third party in good standing with the City of Marianna.

Ineligible costs include:

- Monthly rent or lease payments.
- Routine maintenance; non-permanent décor or furniture unless specifically approved; inventory; working capital; debt service; property acquisition; sales tax; or costs outside the CRA district.
- Used equipment not tied to code compliance or an approved permanent improvement.
- Vape/tobacco businesses, payday/title loan businesses, adult uses, principally warehousing/storage-only uses, and home-based businesses.

5. Reimbursement & Completion

- The grant is reimbursement-based and requires the applicant to contribute the funds needed to complete the project.
- Applicant must pay eligible project costs first and submit proof of payment, including invoices, receipts, and canceled checks or equivalent payment documentation.
- All approved work must be completed and inspected by City staff before reimbursement is issued.
- Exterior building materials and colors are subject to review and approval before reimbursement.
- All reimbursements must fall within the program period of October 1, 2026 through September 30, 2027, unless otherwise authorized in writing by the City/CRA.

6. Required Application Materials

- ☐ Completed and signed application.
- ☐ Proof of current Main Street Marianna partnership for FY 2026-2027.
- ☐ Proof of ownership (deed/bill of sale) or executed lease/rental agreement. Tenant applicants must also include owner authorization.
- ☐ Copy of business license and applicable development orders/building permits, if available or required.
- ☐ Detailed scope of work, plans, and elevations. Include proposed colors/materials where applicable. Plans should be submitted on 8.5 x 11 or 8.5 x 14 sheets when possible.
- ☐ Project timeline with anticipated start and completion dates.
- ☐ Description of the business that will occupy the structure and the expected downtown benefit, including jobs, vacancy reduction, expanded services, or increased activity.
- ☐ Itemized estimates/quotes for each proposed improvement and the total project cost.
- ☐ Current photographs of the project area/property.

7. Project Narrative

A. Describe the business concept and how the grant will help the business open, expand, or remain permanently located in the CRA/Main Street District.

B. Describe the proposed improvements and why they are necessary.

C. Describe anticipated community/economic benefits (for example: jobs created/retained, vacant space activated, private investment, new goods/services, evening/weekend activity, historic preservation).

8. Project Budget

Improvement / Expense	Vendor / Contractor	Estimated Cost	Grant-Eligible? (Staff)

9. Applicant Certification

By signing below, I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that this is a reimbursement program; that application or pre-approval does not guarantee reimbursement; that only eligible, approved costs may be reimbursed; and that I must provide required proof of payment and complete all applicable inspections, permits, and approvals. I authorize City/Main Street staff to verify information related to this application and to inspect the project as needed.

Applicant Signature _____

Printed Name / Title _____

Date _____

**Property Owner Signature
(if tenant applicant)** _____

Date _____

10. Reimbursement Checklist - Submit After Project Completion

- ☐ Final scope of work consistent with the approved application, including any approved changes.
- ☐ Final invoices for eligible work and materials.
- ☐ Proof of applicant payment (canceled checks showing front/back or other acceptable proof of payment).
- ☐ Color photographs of completed work.
- ☐ Final business license and applicable development orders/building permits, if required.
- ☐ City staff inspection completed and project confirmed compliant.

11. Staff Review & Approval

Application Received	Date _____	By _____
Eligibility Review	☐ Eligible ☐ Ineligible ☐ Additional Information Required	
Grant Category	☐ Hospitality/Food Service ☐ Retail Business Development	
Approved Reimbursement	Up to \$_____	
Main Street Approval	_____	Date _____
City Manager Approval	_____	Date _____
Finance Director Approval	_____	Date _____
Documentation / Account Code	_____	
Final Inspection	_____	Date _____

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Project property must be located within the Downtown Marianna Community Redevelopment Area (CRA) boundary. Applicants should confirm eligibility with City/Main Street staff before incurring project costs.

City of Marianna CRA Map

