



CITY OF MARIANNA /

MAIN STREET MARIANNA



2026-2027 CRA SIGN IMPROVEMENT GRANT

APPLICATION & PROGRAM GUIDELINES

PROGRAM PURPOSE

The City of Marianna Community Redevelopment Agency (CRA), in partnership with Main Street Marianna, offers this grant to encourage improvements to commercial signage within the CRA boundaries. The program supports attractive, historically compatible signage that improves the visual character of commercial properties and contributes to a welcoming business environment.

Program Description

The Sign Improvement Grant Program assists eligible commercial property owners and businesses with the cost of materials and installation for new or replacement signage. All signage must comply with applicable City of Marianna ordinances and any required design, development, or permitting standards.

2026-2027 Program Period

Eligible project reimbursements will be processed for the period October 1, 2026 through September 30, 2027, subject to the availability of CRA funds and program approval.

How Reimbursement Works

1. Submit a complete application and required supporting documents. City/Main Street staff will confirm receipt and advise whether the application is eligible to proceed.
2. Complete the approved sign project and pay project costs. Keep all invoices, receipts, proof of payment, permits (if required), and before/after photographs.
3. Submit the reimbursement documentation. City staff will verify completion and compliance before funds are disbursed.

IMPORTANT: FUNDING IS LIMITED. REIMBURSEMENTS ARE PROCESSED ON A FIRST-COME, FIRST-SERVED BASIS FOR COMPLETE, APPROVED PROJECTS. SUBMITTING AN APPLICATION OR RECEIVING PRE-APPROVAL DOES NOT GUARANTEE REIMBURSEMENT.



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2026-2027 CRA SIGN IMPROVEMENT GRANT APPLICATION

APPLICANT NAME

BUSINESS NAME

PROPERTY PHYSICAL ADDRESS

CONTACT PERSON

MAILING ADDRESS

PHONE

EMAIL

PROPERTY OWNER NAME

ESTIMATED PROJECT START DATE

ESTIMATED PROJECT END DATE

Eligibility

- The project must be located on commercial property within the City of Marianna CRA district (see CRA map on page 5).
- Eligible applicants include for-profit businesses and commercial property owners. A tenant may apply with written approval from the property owner.
- Existing businesses must hold a current City of Marianna business tax receipt/occupational license, if applicable, and must be in compliance with City codes at project completion.
- Applicant must be a current Main Street Marianna partner for the 2026-2027 fiscal year.
- The property must be current on City water, sewer, and gas accounts, as applicable; current on ad valorem taxes; and free of unresolved code enforcement liens.

Application Submission Requirements

- Proof of current Main Street Marianna partnership.
- Copy of current business tax receipt/occupational license, if applicable.
- Sketch, rendering, or image of the proposed sign, including dimensions and materials when available.
- Itemized estimate or proposal showing the cost of sign materials and installation.
- If the applicant is a tenant, a signed letter from the property owner authorizing the proposed improvements.



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FUNDING & PROJECT REQUIREMENTS

Funding

- Maximum grant award: \$2,500 per approved project.
- No matching contribution is required; however, the grant is reimbursement-based, so the applicant must pay eligible project costs before requesting reimbursement.
- Grant funds cover eligible sign materials and installation only. Work unrelated to the sign is not eligible for reimbursement.
- Awards and reimbursements are subject to available CRA funding and all applicable City review requirements.

Reimbursement Documentation

- Final invoice(s) for completed work consistent with the approved project scope.
- Proof of payment, such as canceled checks (front and back), paid receipts, or other documentation accepted by City Finance.
- Color photographs showing the property/sign area before and after the improvement.
- Copy of any Development Order, sign permit, building permit, or other City approval required for the project.
- Completion verification/inspection by City staff before grant disbursement.

Applicant Certification

By signing below, the applicant certifies that the information provided in this application is accurate; that the applicant has authority to undertake the proposed improvement; and that reimbursement will be requested only for eligible, documented project costs. The applicant understands that an application or pre-approval does not guarantee funding and that reimbursement is subject to completion, documentation, City review, and available funds.

APPLICANT SIGNATURE

DATE

PRINTED NAME / TITLE

PHONE

DO NOT SUBMIT REIMBURSEMENT REQUESTS UNTIL THE PROJECT IS COMPLETE AND ALL REQUIRED DOCUMENTATION IS AVAILABLE.



REIMBURSEMENT CHECKLIST & STAFF REVIEW

Use this checklist when submitting a request for grant reimbursement. Incomplete reimbursement packets may delay review and payment.

✓	REQUIRED ITEM
☐	Proof of current Main Street Marianna partnership.
☐	Detailed description of work completed.
☐	Proof of ownership or lease agreement. If leased, include the property owner's written authorization for the improvements.
☐	Final invoice(s) for completed work consistent with the approved project.
☐	Proof of payment. If canceled checks are used, provide copies of both the front and back.
☐	Color photographs of the completed work (and before photographs, if not previously submitted).
☐	Copy of any required Development Order, sign permit, building permit, or other City approval.

To Be Completed by Staff

- ☐ Site visit/completion verification completed.
- ☐ Required permit/code compliance documentation verified.
- ☐ Reimbursement packet reviewed for completeness.

APPROVAL - MAIN STREET MARIANNA

DATE

APPROVAL - CITY MANAGER

DATE

APPROVAL - FINANCE DIRECTOR

DATE

FINANCE/DOCUMENTATION CODE



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Projects must be located within the CRA boundary shown below. Applicants should confirm property eligibility with City/ Main Street staff before incurring project costs.

City of Marianna CRA Map

