



CITY OF MARIANNA/MAIN STREET MARIANNA
2025-2026 CRA FAÇADE IMPROVEMENT GRANT



Action Required: Utilize Community Redevelopment Agency (CRA) funds to provide a grant to tenants or owners of commercial property within the CRA boundaries. Request the CRA board to utilize funds from the CRA Trust Fund for the purpose of downtown CRA improvements.

Approved by City Commissioners at the September, 2025 meeting.

Intent: The current CRA Redevelopment plan lists several deficiency areas, which includes the rehabilitation of commercial buildings. The improvements will ensure the preservation of these structures and make long-term and/or intermediate term improvements. Funds will be used for costs related to the improvement of exterior facades, non-structural and structural improvements, for business buildings and facilities. In addition, the goal of the program is to create aesthetically pleasing spaces within the guidelines of historic preservation in downtown Marianna and promote economic development by creating a more attractive and welcoming business environment that can help attract customers and boost sales. It is not the intent of the CRA Façade Improvement Grant to fund incidentals such as light bulbs, decorations, etc. which have a temporary useful life.

Program Description For Exterior Repairs: In order to carry out this goal, the CRA will provide financial assistance to owners of commercial property or tenants of commercial properties within the CRA boundaries. Improvements to the property must be visible from the street. Additionally, a priority of the program is to provide an incentive to businesses to occupy existing vacant commercial property. In accordance with the Redevelopment Act, the City Commission adopted Resolution No. 92-15 on November 4, 1992 which described the area of the city known as the “Downtown Marianna Community Redevelopment Area,” declared such area to be an area of slum and blighted conditions, and determined that the rehabilitation, conservation and redevelopment of such area is necessary in the interest of the public health, safety, morals, or welfare of the residents of the City of Marianna.

Disbursement of Funds: The disbursement of funds will follow a period of time between October 1st 2025 – September 30th 2026. Once your completed application is submitted, you will receive a confirmation of receipt as well as a pre-approval status if applicable. This pre-approval status does not guarantee funds awarded. Grant money will be distributed after the applicant has contributed the awarded grant amount toward the cost. Prior to any disbursement of grant dollars, applicant must provide proof of his or her contribution by providing copies of invoice, canceled checks, and receipts. Audit and reimbursement requirements will be made by City Staff.

PLEASE NOTE: REIMBURSEMENTS ARE ON A FIRST COME, FIRST SERVE BASIS. FILLING OUT AN APPLICATION DOES NOT GUARANTEE REIMBURSEMENT.

CITY OF MARIANNA/MAIN STREET MARIANNA

2025-2026 CRA FACADE IMPROVEMENT GRANT APPLICATION

APPLICANT NAME: _____

BUSINESS NAME: _____

PROPERTY'S PHYSICAL ADDRESS: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPERTY OWNER'S NAME: _____

EST.PROJECT START DATE: _____ **EST. PROJECT END DATE:** _____

ELIGIBILITY:

- The project must be for profit businesses which own property within the CRA district (see attached map).
- Existing businesses must have a current occupational license and be in compliance with city codes at the completion of the project. OR Current Building Owners (non-existing business owners) seeking improvements for possible rental/ leasing/ selling options.
- MUST be a current partner with Mainstreet Marianna (2025-2026 fiscal year).
- Property must be current in water/sewer/gas and tax bills, and without code enforcement liens.
- If tenant (not building owner) is applicant, submit letter of approval from property owner.
- All new building materials and colors shall be subject to approval. (Neutral colors)
- Labor expenses are eligible only when performed by a licensed contractor or independent third party in good standing with the City of Marianna.
- Must be current in ad valorem taxes

SUBMISSION REQUIREMENTS:

- Provide copy of Main Street Partnership.
- Provide copy of current business license (if applicable)
- Please provide an itemized list of estimates for all improvements.
- Provide detailed plans and elevations of improvements. Include descriptions or samples of proposed colors and/or materials where applicable. Any plans that are submitted should be 8.5" x 14" or 8.5" x 11".
- Outline total renovation timeline to include project start and end dates.
- Provide information on business(es) that currently occupy or will be occupying the structure. Include any other information that may be helpful in review of application.
- If tenant is applicant, submit letter of approval from property owner.

FUNDING:

- **Grant amounts shall not exceed \$7,500.00 (*no match required*)**
- **This grant covers exterior work only to include but not limited to painting, windows, doors, brick & mortar projects.**

DISTRUBUTIONS OF FUNDS:

- **Grant money will be distributed after applicant has contributed the awarded grant amount toward the project cost. Must provide proof of his or her contribution by providing copies of bills and cancelled checks, and/or invoices.**
- **Must provide pictures of BEFORE AND AFTER improvements.**
- **All work must be completed and inspected by a city employee before grant disbursement.**

GRANT MONEY WILL BE DISTRIBUTED ON A FIRST COME, FIRST SERVE BASIS.

CHECKLIST OF ITEMS TO BE SUBMITTED:

1. _____ **Proof of Marianna Main Street Partnership (copy of canceled check or other)**
2. _____ **Provide detail plan of work completed, any items such as building color changes and/or façade changes shall be reviewed and accepted by the Main Street Board, prior to reimbursement.**
3. _____ **Proof of ownership of the building, or lease agreement. If property is leased a letter from owner authorizing the improvements is required.**
4. _____ **Invoice for work completed which is consistent with the plan described above.**
5. _____ **Copies of canceled checks, copy of both the front and back of check is required.**
6. _____ **Provide color pictures of the completed work.**
7. _____ **Copy of any Development Order or Building Permit, if required by the City.**

TO BE COMPLETED BY STAFF:

- **Make site visit to ensure work is complete and complete Inspection Report if necessary**

Approval Main Street _____

Date _____

Approval City Manager _____

Date _____

Approval of Finance Director _____

Date _____

Code for Documentation _____

City of Marianna CRA Map

