



CITY OF MARIANNA/MAIN STREET MARIANNA

2025-2026 CRA AWNING APPLICATION



Action Required: Utilize Community Redevelopment Agency (CRA) funds to provide an awning grant to encourage businesses to improve commercial properties 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 is to streamline the look of the awnings as to enhance the historical elements of the buildings. The improvements will also ensure the preservation of these structures. In addition, the goal of the program is to create aesthetically pleasing spaces, enhancing storefronts within historic preservation guidelines in downtown Marianna, and promoting economic development by creating a more attractive and welcoming business environment that can help attract customers and boost sales.

Program Description For Awning Improvement: The awning improvement grant program aims to support commercial property owners in improving the visual appeal and functionality of their storefronts by upgrading their awnings. The program will provide funding to aid in the costs of materials and labor associated with installing or replacing awnings that meet specific design guidelines, such as color, size, and material type. The awnings should provide shade and protection from the elements while also enhancing the overall appearance of the building.

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 only 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 and photographs.

Audit and reimbursement requirements will be made by City Staff.

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

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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:** _____

FABRIC AWNING COLOR: Black Black & White Striped Grey
 Tan/Khaki Tan/Khaki & White Striped

Metal: Black

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.
- Must be current on ad valorem taxes.

SUBMISSION REQUIREMENTS:

- Provide copy of Main Street Partnership.
- Provide copy of current business license (if applicable)
- Provide sketch or image of proposed awning.

- Please provide an itemized list of estimates for all improvements.

FUNDING:

- **Grant amounts shall not exceed \$5,000.00. (no match required by business owner)**
- **The grant covers the cost of materials and installation of the awning only. No other work unrelated to the awning will be covered.**

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 TO COMPLETE PROJECTS.**

CHECKLIST OF ITEMS SUBMITTED For FUNDS DISBURSMENTS:

1. _____ Proof of Marianna Main Street Partnership (copy of canceled check or other)
2. _____ Detail plan of work completed
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

