



**CITY OF MARIANNA/MAIN STREET MARIANNA**  
**2025-2026 CRA SIGN GRANT APPLICATION**



**Action Required:** Utilize Community Redevelopment Agency (CRA) funds to provide a sign 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 update and streamline the look of the signs and to enhance the historical elements of the buildings. In addition, the goal of the program is to create aesthetically pleasing spaces and promote economic development by creating a more attractive and welcoming business environment that can help attract customers and boost sales.

**Program Description For Signage Improvement:** The sign improvement grant program aims to support commercial property and business owners in improving the visual appeal and functionality of their business. The program will provide funding to aid in the costs of materials and labor associated with installing or replacing signs that meet specific design guidelines (such as color, size, and material type) as well as City of Marianna ordinances.

**Disbursement of Funds:**

The disbursement of funds will follow a period of time between October 1<sup>st</sup> 2025 – September 30<sup>th</sup> 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.**

**CITY OF MARIANNA/MAIN STREET MARIANNA**

**2025-2026 CRA SIGN 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 of Marianna codes at the completion of the project.
- 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 in 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 sign.
- Please provide an itemized list of estimates for all improvements.

**FUNDING:**

- **Grant amounts shall not exceed \$2,500.00. (*no match required by business owner*)**
- **The grant covers the cost of materials and installation of the sign only. No other work unrelated to the sign 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

