



City of Panama City
 COMMUNITY REDEVELOPMENT AGENCY
 501 Harrison Ave, Room 206, Panama City, FL 32401
 (850) 872-7230
COMMERCIAL IMPROVEMENT GRANT APPLICATION

1. APPLICANT/PROPERTY OWNER

Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

E-mail Address: _____

2. BUILDING TO BE IMPROVED/PROPERTY INFORMATION

Business Name: _____

Address: _____

Zip Code: _____ Phone Number: _____

3. CONFLICT OF INTEREST _____

By signing below, I affirm I have read and understand the Rules & Guidelines for the CRA Commercial Improvement Grant Program and agree to the terms therein. I understand I am required to submit all supporting documentation found in the CRA Commercial Improvement Grant Program Checklist; applications missing documentation are considered incomplete and will not be accepted or considered. CRA’s acceptance of complete application is for review and consideration, and in no way is a guarantee of approval for the CRA Commercial Improvement Grant offered by the City of Panama City, Community Redevelopment Agency (CRA).

I further understand and agree no work shall begin until written approval from the CRA is provided. The project must begin within 90 days of grant approval and completed within one (1) year. No grant funds will be paid until the project is completed as proposed and all required reimbursement documentation is submitted.

Applicant Signature _____ Date _____

Applicant Printed Name _____



Commercial Improvement Grant Program

Application Checklist

The following items are required before application is deemed complete and date stamped as received by the CRA. Incomplete applications will not be reviewed for grant consideration.

- Completed and Signed Application form
- Proof of ownership of subject property (Warranty Deed)
- Proof of Business Ownership (if property is owned by a Business)
- Proof of Property insurance or at a minimum, a builder's risk policy equaling the amount requested through this grant application and extends through the renovation period.
- Summary of the scope of work to be completed
- Color photos clearly showing existing conditions of the proposed improvement site. If applicable, historic photos should be included.
- Third party bids/estimates from three (3) licensed contractors for EACH ITEM in the scope of work. Estimates should be on company letterhead/invoice, dated and broken down into the scope of work line items.
- Architectural plans (if applicable)
- Landscape plans (if applicable) and survey
- Material Samples including color selections (if applicable)
- Evidence of financial ability to pay for the project (approved loan, cash account, line of credit, etc)
- W-9, completed and signed (required to receive funds).
- Completed Checklist

*Any and all conflicts of interest must be declared upon submission of an application.