



City of Panama City Community Redevelopment Agency

501 Harrison Ave. Panama City, FL. 32401 #206 (850) 872-7230

Holiday Decorations Reimbursement Application

To increase community engagement, economic development, and holiday spirit, the Community Redevelopment Agency is participating in a Holiday Decorations mini grant. This program offers local businesses, for profit and non-profit, up to \$250 reimbursement (CRA does not reimburse for taxes) for holiday decorations for their storefront locations. Decorations in windows, doorways or other exterior locations are encouraged.

Requirements: Every applicant must have a business located in a CRA district. Please refer to <https://www.pcgov.org/163/Community-Redevelopment-Agency-CRA> (at bottom of screen is the CRA maps section) to see if your business is eligible. Any applicant not within a CRA district will be denied. Each applicant will need to complete this form, along with the Holiday Decorations Grant form (attached). All invoices from decoration purchases must show paid in full. Please circle the purchases made on the receipt if other purchases included on receipt. Please submit photographs of the decorations displayed. If any requirements are not received, eligible reimbursable payments will be forfeited. Also please include a copy of your W9.

See City website for reimbursement schedule. Completed applications must be returned to the Panama City Hall Room #206, or sent to cras@pcgov.org via email on or before closing date for holiday indicated below. Any applications received after closing date will not be accepted.

Applicant Information

Which holiday are you applying for? _____

First Name

Last Name

Business Name

Address

City

State

Zip



HOLIDAY DECORATIONS GRANT REIMBURSEMENT REQUEST FORM

Today's Date: _____

Mail Check to:

Requestor's Name: _____

Name: _____

Email: _____

Address: _____

Phone: _____

Holiday: _____

PROCEDURES:

- Read all the rules on the application, fill out both forms and sign. Please provide all information requested
- Scan a copy of invoice and/or sales receipts (If Amazon, view order and save invoice as PDF)
- Attach photos of the decorations set up at your location
- Please provide a copy of your W9
- Email forms and supporting documentation mentioned above to cras@pcgov.org. Or return to Panama City Hall 501 Harrison Ave., Room #206 Panama City, FL. 32401
- Please contact the CRA department at 850-872-7230 or cras@pcgov.org for any questions

Date of Purchase

Item Description/Vendor

Unit Cost

Total Cost

Date of Purchase	Item Description/Vendor	Unit Cost	Total Cost

Total Requested _____

(max \$250.00 reimbursed,
tax not included)

I certify that the expense listed above was incurred or is being requested for the purpose stated in the grant application for the project listed above.

Grant Recipient Name/Signature: _____ Date: _____

Approved:

Program Manager Signature: _____ Date: _____

CRA Director Signature: _____ Date: _____