



**HAMPTON**

*It's our nature!*

**TOWN OF HAMPTON**

### **STOREFRONT IMPROVEMENT ASSISTANCE PROGRAM**

The Town of Hampton and the Community Business Development Corporation (CBDC Charlotte-Kings) are partnering to support commercial building revitalization initiatives in Hampton by offering incentives for the renovation of eligible business storefronts in Town Centre and Mixed-use Zones.

The Storefront Improvement Assistance Program is designed to encourage retail and commercial building owners to invest in storefront renovations and upgrades by providing a **grant** (Town of Hampton) and a **loan** (CBDC) to cover a portion of the renovation costs. Each organization, however, requires a separate application and has an independent approval process.

Additional information on the CBDC loan program is attached.

#### **Definitions:**

**Storefront:** The storefront is the face of a building, the principal front that looks onto a public street and is used as the public entrance to the business.

**Grant:** A non-repayable sum of money given especially by the government to a person or organization for a special purpose.

**Loan:** An amount of money that is borrowed, and must be paid back, usually together with an extra amount of money that you must pay as a charge for borrowing.

#### **Contribution:**

**A grant of 50%** of the eligible labour and material costs, up to a maximum of \$ 5000.00, may be supplied by the Town of Hampton for storefront improvements.

**A loan** for eligible labour and material costs, up to a maximum of \$5000.00, can be supplied by the Community Business Development Corporation (CBDC Charlotte-Kings) for storefront improvements if needed or required. (see attached CBDC Storefront Improvement Program Micro-Loan program).

Applicants must sign a letter of offer with the Town of Hampton (grant) and/or CBDC (loan) that outlines the terms and conditions and must comply with the terms of that letter.

## Town of Hampton Grant Program Criteria:

### Application Deadline:

Completed funding applications must be submitted no later than **March 31, 2023**. Applications will be reviewed on a first come, first serve basis.

### Eligibility:

All accounts with the Town of Hampton must be in good standing to participate.

For labour costs to be reimbursed, a contractor must complete the work and be an independent third party and not an immediate family member. If you wish to do the work yourself, or have it completed by an immediate family member, only the cost of materials will qualify for reimbursement under this program. Immediate family member includes the applicant's spouse or partner, parents, grand-parents, children (including adopted, half and step- children), grandchildren, siblings and In-laws (mother, father, brother, sister, daughter and son).

Each building and/or business is eligible for one (1) Storefront Improvement Assistance Program Grant per year. In subsequent years, first time applicants will take precedence over applicants who have previously received funding.

Available to owners of commercial buildings in a Town Centre or Mixed-Use Zone (See attached Map) with commercial ground floor, overlooking a street. Tenants are encouraged to work together with their building owners to submit an application if they are interested in this program.

Eligible components include: design consultant fees, exterior cladding (including painting) of the storefront, replacement or upgrades (repair) of windows and/or doors, upgrades to lighting, decking. Updating building accessibility for persons with a disability. NOTE: Signage and landscaping can be considered as part of a larger building improvement project.

The proposed business must meet all applicable by-laws along with planning and development policies of the Town of Hampton, as well as any Provincial and Federal legislation.

The improvements and the products used must be in keeping with the architectural aspects of the building and location to be eligible.

When a building faces more than one street (i.e. - Corner lot), additional funding may be considered for additional improvements on the second side.

### Reimbursement:

If approved for grant funding, the Town of Hampton will reimburse the applicant once work has been completed and receipts or paid invoices evidencing program expenditures have been submitted. **Proof of payment is required.** Associated permitting fees for the project (i.e. Building permit) are not included for reimbursement. **Projects must be completed by October 31 of a given year to be eligible.**

No costs except those approved in the application are to be funded with this assistance without prior approval and consent.

Grants may be reduced for projects that come in under budget but will not be increased for projects that come in over budget.

**Grant Allocation:**

The Town reserves the right to cap the amount of assistance that is awarded within a given year. The number of grants awarded per year may vary and will depend on the amount of funding available each year. Submitting an application does not guarantee a grant, nor does it guarantee a specific grant amount. Whenever possible, additional funding will be budgeted in the next fiscal year.

Mayor and Council of the Town of Hampton have the final decision on the grant funding.

**Typical Grant Application Process:**

1. Applicant contacts the Town of Hampton, Planning and Development Department to discuss the proposal and ensure the project qualifies for this program. 832-6065 or [planning@hampton.ca](mailto:planning@hampton.ca)
2. Applicant submits a completed application (attached) to the Town of Hampton Planning and Development Dept.
3. Staff review the application for completeness. At this time, additional information may be required from the applicant.
4. Approved project proponents make application for development and/or building permits, if applicable.
5. Council approves projects for grant funding and applicants are advised of the outcome of their application in writing.
6. Letter of offer is presented for approved projects with the terms and conditions outlined. This is to be signed by the applicant, agreeing to the terms and conditions.
7. Once permitting is complete and all approvals are received from the Planning and Development Dept., the project can begin.
8. Planning and Development will be inspecting the project throughout the process.
9. Once the project is completed and the Planning and Development staff have completed their inspections and signed off that the work is complete to applicable standards, the applicant submits a letter of completion with receipts/proof of payments for reimbursement.
10. Project is evaluated / final inspection completed as it relates to the letter of offer.
11. Town of Hampton issues payment consistent with the terms and conditions outlined in the letter of offer.

**For more information please contact:** Town of Hampton      Planning and Development Dept.  
email: [planning@hampton.ca](mailto:planning@hampton.ca) Phone: (506) 832-6065



Community Business Development Corporation  
Corporation au bénéfice du développement communautaire  
Charlotte/Kings

## Storefront Improvement Program in partnership with the Town of Hampton

### **CBDC Kings Micro-Loan:**

- A repayable loan of up to \$5,000.00.
- Interest rate of 9.0%.
- Maximum repayment term of four (4) years.

### **CBDC Micro-Loan Eligibility:**

- Applicants must meet all of the Town of Hampton's eligibility criteria in order to qualify under this program.

### **Requirements to Submit a Micro-Loan Application to CBDC Charlotte-Kings:**

- Completed application form for each proprietor, partner or shareholder
- Supporting documents (quotes, etc.)
- A \$100 non-refundable application fee is to be submitted with the application
- Credit checks are required

### **Approval:**

- If approved, the applicant must sign a Letter of Offer that outlines any terms and conditions.
- If approved, the loan is to be secured with a Promissory Note.
- Funds must be disbursed within three (3) months of the date of approval.

### **For more information, please contact:**

Jill Ganong

Senior Loans Officer

27 Centennial Road, Hampton NB

Phone: (506) 832-6208

Email: [jill.ganong@cbdc.ca](mailto:jill.ganong@cbdc.ca)

\* If you have an interest in applying for a business loan outside of the scope of this program, please contact the CBDC office to discuss potential funding options.

**TOWN OF HAMPTON  
STOREFRONT IMPROVEMENT POLICY  
APPLICATION FORM**

**Applicant Identification**

Applicant Name/ Property Owner		Date:	
Address:			
Telephone:		Cellular:	
Email:			

**Property Identification**

Name of Business:			
Business Address:			
Does the Business property have two active street fronts?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
PID #:		Telephone:	
Email:			
Website:			

**Please describe the renovations that you are planning to do:**


Estimated cost of materials related to the work described above: \$ \_\_\_\_\_

Amount being requested: \$ \_\_\_\_\_

Expected start date for renovations: \_\_\_\_\_

Are you asking for a loan from CBDC for your renovations? (Check one)

No

Yes (We will forward your inquiry to CBDC and they will contact you to activate your request.)

.....  
 I certify that all my accounts with the Town of Hampton are in good standing.

I understand that my submission of an application does not constitute a guarantee for funding under the Storefront Improvement Policy. I certify that all information is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the terms and conditions of an agreement entered with the Town of Hampton.

Applicant's name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please include a copy of the following with your application:**

- 1. Photos of current building storefront.**
- 2. A copy of the plans for the renovations that you are planning to do.**
- 3. Detailed budget of renovation costs including labor and materials.**
- 4. Quotes to validate costs associated with labour and materials.**

**Please submit the completed application form along with the  
required documents to the following address:**

Town of Hampton

648 Main Street

P.O. Box 1066

Hampton, NB

E5N 8H1

Phone: (506) 832-6065

Email: [planning@hampton.ca](mailto:planning@hampton.ca)