



**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.

**Statutory Declaration:** a written statement that is signed to declare the statements within are true and correct in the presence of an authorized witness. By signing it, it is agreed that the information in it is true. Charges can be laid for a criminal offence if the information is false.

**Contribution:**

**A grant of 50%** of the eligible labour and material costs, up to a maximum of \$ 5000.00, will 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, will be supplied by the Community Business Development Corporation (CBDC Charlotte-Kings) for storefront improvements (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 **April 30<sup>th</sup>** of each year. 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, landscaping and commercial signage installed on or in front of the building. Updating building accessibility for persons with a disability. NOTE: Signage and landscaping will not be considered as independent projects.

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 a Statutory Declaration has been received. 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@townofhampton.ca](mailto:planning@townofhampton.ca).
2. Applicant submits a completed application (attached) to the Town of Hampton Planning and Development Department.
3. Staff review the application for completeness. At this time, additional information may be required from the applicant.
4. Once all information is collected and the application is complete, staff will submit the application to a review committee for recommendation.

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. Approved project proponents make application for development and/or building permits, if applicable.
8. Once permitting is complete and all approvals are received from the Planning and Development Department, the project can begin.
9. Planning and Development will be inspecting the project throughout the process.
10. 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.
11. Project is evaluated as it relates to the letter of offer.
12. 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 Department  
email: [planning@townofhampton.ca](mailto:planning@townofhampton.ca) Phone: (506) 832-6065