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STOREFRONT IMPROVEMENT ASSISTANCE PROGRAM

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 the municipality of Hampton.

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** (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 Hampton for storefront improvements.

A loan for eligible labour and material costs, up to a maximum of \$15000.00, 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 Hampton (grant) and/or CBDC (loan) that outlines the terms and conditions and must comply with the terms of that letter.

Hampton Grant Program Criteria:

Application Deadline:

Application period opens **January 7, 2026**. Completed funding applications must be submitted no later than **February 27, 2026**. Applications will be reviewed at close of application period. Grants will be awarded and announced March 11, 2026.

Eligibility:

All accounts with 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. ***Businesses who have received grant funding from the town of Hampton through this program 2 times are no longer eligible for the program.***

Available to owners of commercial buildings in the municipality of Hampton 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 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, 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:

Hampton 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 Hampton have the final decision on the grant funding.

Typical Grant Application Process:

1. Applicant contacts the Hampton Planning and Development Department to discuss the proposal and ensure the project qualifies for this program. 506-832-6065 or planning@hampton.ca
2. Applicant submits a completed application (attached) to 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. Hampton issues payment consistent with the terms and conditions outlined in the letter of offer.

For more information please contact: Hampton Planning and Development Dept.

email: planning@hampton.ca Phone: 506-832-6065



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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 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 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: planning@hampton.ca



Storefront Improvement Program

in participation with the Town of Hampton

CBDC Kings Micro-Loan:

- A repayable loan up to \$15,000.00
- Interest rates starting at 7.5%
- Repayment term can be 4-5 years depending on amount

CBDC Micro-Loan Eligibility:

- Applicants must meet the Town of Hampton's eligibility criteria to qualify under this program.
- Applicants must be a new or existing small business operating in a rural area.
- Additional eligibility requirements may apply and can be discussed with the CBDC representative.

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 terms and conditions.
- 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

* 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.