

GUIDELINES HAMPTON MANUFACTURING & INNOVATION ASSISTANCE GRANT PROGRAM

INTRODUCTION

Manufacturing continues to evolve with the changing times with continual competition for both domestic and international companies. To remain competitive in the global marketplace Hampton manufacturers need to invest in new process/manufacturing technologies that enable them to compete and provide enhanced value to the customer through their products.

Hampton can assist its manufacturers by helping them exploit new opportunities and adopt new innovations that will enable them to grow and remain competitive in the global marketplace. To achieve this objective, the City of Hampton, Virginia, (the “City”) and the Economic Development Authority of the City of Hampton, Virginia, (the “Authority”) had allocated funding to create the Hampton Manufacturing and Innovation Grant Program.

PROGRAM PURPOSE

The purpose of this program is to aid small Hampton manufacturers primarily engaged in manufacturing, prototyping, design and/or development of commodities by encouraging them to seek improvements in production, productivity and competitiveness.

FUNDING

The Hampton Manufacturing and Innovation Grant Program provides matching funds of 2:1 for operational improvements and employee training up to a maximum of \$10,000 for eligible businesses. Meaning for every \$1 the company puts in the Authority shall provide a \$2 match up to \$10,000. Grants are awarded to applicants on a first-come, first-serve basis until all funds have been committed.

ELIGIBILITY

Eligible businesses are those classified as manufacturers under the North American Industrial Classification six-digit code which starts with the number 3. To be eligible to receive a grant a business must:

- 1) For the purposes of this program, a small manufacturer shall be defined as one employing 90 or fewer persons.
- 2) Be located within the City of Hampton and primarily engaged in manufacturing, prototyping, design and/or development of commodities; and
- 3) Be in good standing, which means the business is registered with the appropriate federal and state agencies and is current on all taxes.

ELIGIBLE GRANT EXPENDITURES

Applications for grants must demonstrate one or more of the following on the part of a small manufacturer: commitment to improve profitability, raise productivity, compete in global markets, or provide enhanced value to the customer through product improvement. This may be accomplished through the introduction of operational modifications, new innovations, new technologies, or new production equipment. Examples of eligible grant expenditures are listed below and other operational and training initiatives will be considered.

Operational Improvements

- Aerospace AS9100
- Automotive QS-9000
- Business Assessments
- Energy Reductions
- FDA Export Certifications
- Human Resources Management and/or Organizational Structure
- Homeland Security ITAR Certification
- ISO Certifications
- Lean Manufacturing/Six Sigma
- Telecommunications TL 9000
- 8D Problem Solving

Applicants can seek operational training assistance from any legitimate service provider such as, but not limited to, a community college, college or university, trade association, or equipment manufacturer, to achieve their stated needs.

APPLICATION PROCESS

1. **Application Submittal.** An application must be submitted to the Hampton Department of Economic Development (HDED) for review. The application should document the activity that is proposed to be undertaken, the timeframe for completion and a description of the intended outcome. HDED staff will review applications for completeness, and contact applicants if there are any questions before finalizing the grant award.
2. **Grant Agreement.** Approved applicants will be required to execute a simple Grant Agreement in which the Authority agrees to reimburse the Grantee for operational improvements. During the term of the Grant Agreement the Grantee must notify the Authority immediately of any changes that may prohibit the Grantee from completing its objective as outlined in the Grant Agreement.
3. **Issuance of Reimbursement.** Approved Grantees shall be reimbursed following completion of the activity for which a Grant was approved. The Grantee shall submit to HDED a copy of the invoice for which the Grantee was billed and approved under the Grant Agreement. When applicable, Grantees should provide copies of certifications to show satisfactory completion of the activity for which a grant was approved. HDED staff will review the material and will issue a reimbursement within ten (10) business days based on the terms outlined in the Grant Agreement.