CITY OF STOCKTON

2023 BROKEN WINDOW GRANT PROGRAM
PROGRAM GUIDELINES AND PROCEDURES

Submit applications online:
www.StocktonCA.gov/EDD

Contact the Economic Development Department for further information
(209) 937-8539
Economic.Development@StocktonCA.gov

1. PROGRAM DETAILS

City Council has approved a one-time funding allocation of $250,000.00 from the City's General Fund for the Broken Window Grant Program. This grant program intends to ease the cost of replacing broken windows on the exterior of a small business storefront. The City will provide Stockton small business owners one-time grants to alleviate the financial burden incurred from replacing broken windows.

Grants are available to businesses city-wide that have experienced broken windows. Grants are available on a first-come, first-serve basis until funds are exhausted. The maximum grant amount is $800 per window and $2,000 per property.

2. ELIGIBILITY

Eligible Businesses must:

- Have a business storefront;
- Be located in the Stockton city limits;
- Have a current valid City of Stockton Business License for the subject property location;
- Have an exterior broken window that was damaged on or after May 2, 2023;
- Provide photographic proof of window damage;
- Provide proof of window repair, including receipts, paid invoices, and photographs of the completed work. Repairs may have been completed by a licensed contractor or the business owner themselves; and
- Attest that no insurance payout was received for the window replacement.

The following business types are ineligible for this grant program:

- Corporate-owned businesses not headquartered in Stockton (however, a locally-owned franchise may be eligible);
- Government entities;
- Educational entities;
- Vacant properties.

3. APPLICATION PROCESS

Applications must be submitted online through the online application portal. Incomplete applications will not be considered for funding. Application and guidelines are available at: www.StocktonCA.gov/EDD.

The following documentation is required to submit a complete application:

- City of Stockton Business License number
- Proof of broken window. Proof must be either:
  - Photo of damage, or
  - Police report number
- Proof window was repaired, including:
  - Photo of repaired window
  - Receipts for repairs of damages
    - Eligible receipts include contractor invoices (for work completed by contractors) or receipts for material costs (for work completed by the business owner themselves)

4. REVIEW & AWARD PROCESS

City of Stockton staff will review submissions for eligibility. Applicant eligibility will be determined at City staff's sole discretion. Complete and eligible applications will be awarded on a first-come first-serve basis until funds are exhausted.

Staff may contact applicants if further information is required. Applicants will have 10 business days to respond to requests for additional information. Failure to respond to requests for additional information will result in an application denial. Applications denied due to unresponsiveness will need to resubmit an application to be considered for funding and would be added to the end of the queue.

Eligible submissions may be awarded up to $800 per window, with the total grant amount not to meet or exceed $2,000 per property while funding is available. Approved projects with window replacement costing less than $800 per window will be awarded no more than the cost of the window replacement, and as documented above.

Businesses must register their business in Stockton Vendor Portal after submitting applications to receive payment. Applicants will receive an email after submitting the grant application with details for registering in the Stockton Vendor Portal. Final application approval will only be granted once the applicant is registered in the Stockton Vendor Portal.

Applying does not guarantee funding. Grant funding will be awarded on a first-come, first-served basis until funds are exhausted.

6.   SUPPORTIVE INFORMATION/ RESOURCES

The following may help during the application process:

- Stockton Business Licenses: Find information, apply for, or renew your business license at www.StocktonCA.gov/ApplyBusiness
- Check your address: Visit www.StocktonCA.gov/Landmaster to access the Landmaster Online map, view your property information, and confirm your site is located within the Stockton city limits.
- Stockton Vendor Portal: Awarded applicants can register as a vendor in the Stockton Vendor Portal at www.StocktonCA.gov/VendorPortal. Applicants must be set up in the portal to receive payment.