

# Digital Grant Program

## Funding Guidelines



CORANGAMITE  
SHIRE

### INTRODUCTION

The Digital Grant Program is part of Council's plan to assist businesses within the Shire that have been impacted by COVID-19.

The Small Business programs included in the Economic Stimulus and Support Package are:

- **Digital Grant Program**
- Diversification Grant Program
- Forced Business Closure Grant
- Traditional Advertising Grant Program (planned to open in July 2020)

Businesses are only be eligible to apply for two of the above funding programs, to ensure funding can be provided to as many impacted businesses as possible in the Shire.

Please ensure that you refer to the relevant guidelines for each grant program, as they differ in scope, requirements and funding ratios.

Businesses who apply to the Small Business Economic Stimulus and Support Programs are still eligible to apply for other Council grant programs, such as the Retail Area Façade Improvement Program and the Small Business Innovation Grant Program.

This program, the **Digital Grant Program**, provides a grant from Council on a \$1:\$2 basis up to \$2,000, for businesses to complete a digital assistance package, designed to assist with the purchase or upgrade of digital and e-commerce technology.

### SCOPE

Businesses located in the Corangamite Shire are eligible to be part of the program. See eligibility criteria.

Examples of works that can be considered as part of this funding stream would include:

- Setting up a e-commerce website or app with training.
- Online booking software (e.g. accommodation providers).
- 12 months management of a website.
- Setting up Facebook or Instagram online shops.
- Assistance in managing or providing training in how to complete online advertising (e.g. Facebook/Google listings or targeted advertising).

Other options presented by businesses as part of their application would be considered if focused around purchase/upgrades to online technology.

Council has options of different types of packages that have been developed with local companies, however businesses are able to explore the use of any service provider specific to your needs.

### HOW DO I APPLY?

Businesses are to complete the **Digital Grant Program** online application form and include all supporting documentation. The online form is located on the Council website:

[www.corangamite.vic.gov.au/grants](http://www.corangamite.vic.gov.au/grants)

### INFORMATION TO BE PROVIDED IN APPLICATION

You will need to provide the following documents as part of your application:

- Completed online application form with all detail provided as outlined, including description of the works/services to be completed.
- Quote/letter of intention of works/services proposed.

### ELIGIBILITY DETAILS

To be eligible businesses must:

- Be located in Corangamite Shire.
- Have a valid ABN.
- Have 20 or fewer permanent FTE employees.
- Have been successful in receiving funding through a State or Federal Government COVID-19 grant/subsidy program, demonstrating that the business has been financially impacted by the pandemic.

Farming enterprises located in the Shire who meet the above criteria are eligible to apply.

### TIMING AND ASSESMENT OF APPLICATIONS

This program commences on 18 May 2020 and continues until the program funding allocation is exhausted.

Funding is allocated on first in first served basis, with funding provided to successful applicants that meet the requirements of the Economic Stimulus and Support Package Policy and Digital Grant Program Guidelines.

### LEVEL OF FUNDING AVAILABLE

Businesses can apply on \$1:\$2 basis to complete a digital package for their business, capped at \$2,000 per business.

Businesses can contribute over the \$1,000 amount if they wanted to complete a higher value of works/services but would still only be eligible for \$2,000 from Council.

An example of a business applying to the program would be:

- Businesses contributes \$1,000 and Council contributes \$2,000, providing a total of \$3,000.

Applications for smaller amounts of funding would still be eligible. An example of a business that wanted to implement a smaller package would be:

- Businesses contributes \$500 and Council contributes \$1,000, providing a total of \$1,500.

### HOW DO I FIND OUT IF MY APPLICATION HAS BEEN SUCCESSFUL?

Applicants will be notified whether their application is successful or unsuccessful within 14 days of acknowledgement of the receipt of the application.

### HOW DO I RECEIVE FUNDING AS PART OF THE PROGRAM?

Businesses would have 12 months from the date funding is awarded to implement the digital package.

80% of funding to be allocated when the grant application is successful. The remaining 20% to be provided following the completion of an acquittal report.

### WHAT IS AN ACQUITTAL REPORT?

Successful applicants will be provided with an acquittal report that requires completion and return when the project has been delivered.

An acquittal asks for all associated documentation, invoices and other evidence as proof that the project has been completed.

### COUNCIL CONTACT

For further information on the Digital Grant Program please contact Tammy Young on 03 5593 7100 or [tammy.young@corangamite.vic.gov.au](mailto:tammy.young@corangamite.vic.gov.au).