

Scenic Rim Digital and e-Commerce GRANT GUIDELINES



Grants, Funding
and Awards



SCENIC RIM
Regional Council

scenicrim.qld.gov.au

Scenic Rim Digital and E-Commerce Grant Program

1. About this grant program

On 6 July 2020, Scenic Rim Regional Council adopted the Scenic Rim Economic Stimulus Package 2: COVID to minimise the ongoing financial impacts of the COVID-19 pandemic and support the Scenic Rim's economic recovery. As part of this initiative, Council introduced Scenic Rim Digital and E-Commerce Grant Program.

The Digital and E-commerce Grants Program will assist sole traders and small- to medium- businesses to access digital technologies and services to help them work smarter, engage with the global economy and make the most of online business opportunities arising from digital disruption.

Businesses can apply for matched funding, with a maximum Council contribution of up to \$2,000. Total project costs may exceed \$4,000, with businesses providing additional funding above Council contribution.

It is advised that you contact the Regional Prosperity team on 07 5540 5111 to discuss further.

2. Key dates

The Grants Program will be delivered in the 2020/21 financial year.

Grant Applications open on 13 October 2020 and close on 31 December 2020, unless the Funding is expended prior.

Assessment of applications and approvals will be dealt with progressively as businesses apply. The Grant Program may close earlier should all funding allocated be expended before 31 December 2020. Council may decide to either extend the closing date or commit additional funds to extend the Program.

3. Eligibility

3.1 Eligible Applicants

Sole traders or small- to medium- businesses located within the Scenic Rim Region Local Government area that are:

- An owner/occupier or tenant of an owner, paying Rates to Scenic Rim Regional Council, including home based businesses and farm gate operators, and
- Have a current Australian Business Number (ABN)
- Have fewer than 20 employees at the time of applying for the grant
- Have a turnover of \$2 million or less in the last financial year

3.2 Ineligible Applicants

- not-for-profit community organisations
- Corporately owned businesses and franchises
- Businesses located outside of the Scenic Rim Local Government area

3.3 Eligible Expenses

The Grant offers funds for online and e-commerce activities, including the purchasing of computer hardware, software and services in any of the following areas:

- website design and development
- e-commerce platforms (selling online and receiving payments)
- online content development (web pages, mobile apps, audio and visual media)
- digital marketing and promotion
- development of online marketing plan
- supporting hardware and/or software, and;
- mentoring and/or training in online and e-commerce activities.

The program will support applications that:

- demonstrate a level of innovation that will lead to business improvement (to deliver better products or services online).
- demonstrate the development of online/e-commerce capabilities that will benefit the business long term and can continue being utilised post the COVID-19 pandemic.

Proposed procurement from local suppliers, where possible, in Scenic Rim will be favourably considered. Preference will be given to projects able to be completed in the short term (within four months).

3.4 Ineligible Expenses

- Ongoing costs associated with an existing e-commerce solution (e.g. ongoing website upgrade, web hosting)
- Engagement of non-professional services (e.g. those for whom internet and e-commerce is a hobby)
- Any other spending not associated with the e-commerce financial assistance outlined in the grant categories and eligible expenses

4. Assessment

In addition to meeting the eligibility criteria, applications will be prioritised on:

- the impact the digital technology or service will have on the business (measured by revenue growth, increase in gross profit, time savings, employment outcomes)
- the extent to which the digital technology or service will enhance the digital capabilities of the business to make the business more competitive
- the potential and likelihood the activity will deliver jobs growth or maintained current employment in the current COVID-19 environment, and
- value for money.

Please note, growth identified in an application must be realistic.

4.1 Application Criteria

The following are required to be addressed as part of the application:

- Provide a brief outline and purpose of the online and e-commerce project which you are planning to undertake
- Describe how your business will benefit from the proposed project
- When do you plan to commence the project?
- Length of time for completion of the project?
- Two Quotes from registered e-commerce service suppliers that provides professional advice

4.2 Assessment Process

All applications will be reviewed against the eligibility and assessment criteria by an Assessment Panel who have knowledge and experience in the business and/or e-commerce sector. The Assessment Panel will be convened and assessment of applications will be undertaken regularly to ensure approvals are issued in a timely manner.

Council will notify both successful and unsuccessful applicants the outcome of their application in writing within two weeks of receiving an application, subject to all the appropriate documentation being provided. Grant funding provided under the Scenic Rim Digital and E-Commerce Grant projects need to be expended and acquitted within four months from the signing of the funding agreement.

The number and value of grant applications awarded will be at Council's discretion and will reflect the amount of funding available and the strength of the applications in meeting the Program Guidelines.

5. Application Process

All applications must be emailed to prosperity@scenicrim.qld.gov.au

Applications will be assessed within 10 business days from receipt of a complete applications.

Two quotes from registered e-commerce service suppliers must be attached with your grant application.

Businesses can apply for matched funding, with a maximum Council contribution of up to \$2,000. Total project costs may exceed \$4,000, with businesses providing additional funding above Council contribution.

It is advised that you contact the Regional Prosperity team on 07 5540 5111 to discuss further.

6. Notification, payment and acquittal of grant

Council will notify both successful and unsuccessful applicants the outcome of their application in writing within two weeks of receiving an application, subject to all the appropriate documentation being provided. Grant funding provided under the Scenic Rim Digital and E-Commerce Grant Program need to be expended and acquitted within four months from the signing of the funding agreement.

Applications open on 13 October 2020 and close on 31 December 2020, with approvals progressively rolled out as applications are received. The Scheme may close early should all funding be allocated ahead of 31 December 2020. Alternatively the Scheme may remain open longer if not all funding has been expended. Applications received post 31 December will only be accepted at Council's discretion.

Successful applicants will be required to complete an Outcome Report as well as provide receipts for eligible expenses as part of this program. At this point in time, applicants will be reimbursed following review of the Outcome Report and Application Form.

Alternatively, invoices relating to the project as per the signed grant letter of agreement can be paid directly by Council to the preferred supplier at completion of the project, if requested as part of the application.

Businesses can apply for matched funding, with a maximum Council contribution of up to \$2,000. Total project costs may exceed \$4,000, with businesses providing additional funding above Council contribution.

7. Further Information and Support

To find out more information about how to apply for a Digital and E-commerce Grant or to seek assistance with completing an application, please contact Scenic Rim Regional Council's Regional Prosperity team on 07 5540 5111 or prosperity@scenicrim.qld.gov.au.