

# TAKE YOUR BUSINESS ONLINE GRANT SCHEME GUIDELINES 2022/23

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The intention of these guidelines are to provide supporting information in relation to the application of Policy DE-01 Take Your Business Online Grant Scheme.

## 1. OBJECTIVES

The City of Karratha's Take Your Business Online Grant Scheme offers City businesses financial assistance to improve their digital capacity and marketing in order to increase competitiveness, innovation and efficiency of the enterprises' operations, products and services.

## 2. WHO CAN APPLY?

Business located within the City of Karratha providing products and services may apply. Applicants will need to be able to demonstrate that they are a genuine local business.

Further details in relation to the eligibility criteria can be found in the policy.

## 3. ASSESSMENT CRITERIA

All applicants will be assessed against the eligibility criteria and general conditions outlined in the policy. The following considerations may also be applied:

- 3.1 Previous grant funding received by the applicant under this Policy.
- 3.2 Potential benefit of the project to the business and evidence to support the need / demand.
- 3.3 Quality of application (including project plan, measurable outcomes, innovative solutions).

## 4. ASSESSMENT METHODOLOGY

- 4.1 The assessment panel will include representatives from the City of Karratha.
- 4.2 Applications will be via a competitive process and evaluated against the assessment criteria.

## 5. APPLICATION PROCESS

- 6.1 Applications will be advertised via press release and the City's social media sites.
- 6.2 Applicants are to complete the Application Form and attach supporting documentation.
- 6.3 Advice on the application process can be sought from the City Growth Team on 9186 8555.
- 6.4 Completed applications can be submitted by email, fax, post or hand delivered to the addresses below:

Take Your Business Online Grant Scheme Application  
City of Karratha, PO Box 219  
Welcome Road, KARRATHA WA 6714  
Fax: (08) 91851626  
[enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au)

## 6. PROJECT COMPLETION PROCESS

1. Applications will be reviewed and assessed by City officers within 10 business days of submission.
2. Both successful and unsuccessful applicants will be notified in writing following this process.
3. Applicants will be required to sign a set of Approval Conditions confirming that they accept all conditions of the grant as described in Policy DE-01, the application form and these guidelines.

*\*Note: At this point, it is preferred that recipients attend a project start-up meeting with City Officers, in person or via telephone to discuss their project, the Approval Conditions and the grant process*

4. The initial 50% of the grant will be paid upon submission of a receipt showing that expenditure has been incurred on your project.
5. When the project is complete as detailed in the scope, the project acquittal evaluation should be completed and submitted for review by the City.
6. Once the project acquittal evaluation report has been processed and all Approval Conditions have been met, the City will advise and an invoice can be submitted for the final 50% of the grant.

For any queries in relation to these Guidelines or Policy DE-01 Take Your Business Online Grants Scheme, please contact the City Growth Team at [enquiries@karratha.wa.gov.au](mailto:enquiries@karratha.wa.gov.au) or on 9186 8555.