

Please read and complete the right hand side column for each row and then submit to [economic@karratha.wa.gov.au](mailto:economic@karratha.wa.gov.au) with details of how you will use the grant and all supporting documentation.

Take Your Business Online Grant		
Contact Name		
Business Name		
Contact Details		
Eligibility requirement		Comments in support of application
1	Owner or operator of a small business (as defined by the ATO and the ABS) within the City of Karratha municipality.	
2	Employ a maximum of 20 full-time equivalent staff.	
3	Hold a registered Australian Business Number.	
4	Have an appropriate legal business structure.	
5	Possess and comply with the appropriate insurances, permits, approvals and licences.	
6	Demonstrate product/services are market-ready and will deliver a benefit to the City of Karratha.	
7	Submit a financially viable business plan.	
8	Provide a project plan detailing objectives of the project, costs, timelines, and methodology.	
Conditions		Acknowledgement
1	The maximum grant is \$5,000 per business on a matched dollar for dollar basis to assist with digital capacity building and online marketing.	
2	Examples of projects that grants may be used to contribute towards include: web design, social media, ebusiness, customer relationship management, development of apps, online marketing	
3	The City of Karratha will not provide grants for business operating costs (e.g. staff wages, rent, utilities, and consumables)	
4	Funds will only be paid as reimbursement for expenditure incurred after the Grant application has been approved and grant funding will not be provided retrospectively.	
5	Funds will not be approved to any eligible applicant that currently holds outstanding debts with the City of Karratha.	
6	The City of Karratha's logo is to be displayed on all promotional material associated with the Grant.	
7	Submit an acquittal report with images to demonstrate the project deliverables upon project completion.	