



## **E-Commerce Grant Program**

### **Grant Details:**

The grant program awards matching funds only; on a first-come, first-served basis and are specifically for website design work. Annual maintenance, service fees or other related expenses are not eligible for grant funding. Total amount of awards: \$10,000.

### **Grant Amounts:**

Eligible grants are awarded up to 50 percent of costs as described above, not to exceed \$500 per business. Minority, women and veteran owned businesses (certification required) may receive a matching grant up to \$1000.

### **Qualification Criteria:**

Businesses must have a current Gloucester County business license and must not contain explicit, illegal or adult related materials.

### **Approval Criteria:**

A new website must be established, where none previously existed for the business; or, the applicant's existing website must include such upgrades as on-line shopping, search engine optimization or other new enhancements.

### **Application Process:**

Applicant or their agent must contact the Gloucester Department of Development for an application or download the application from the Development website at [www.gloucesterva.info/econdev](http://www.gloucesterva.info/econdev). Any questions concerning this process should be directed to Linda Evans: [levans@gloucesterva.info](mailto:levans@gloucesterva.info).

### **Additionally:**

1. Applicant must provide a minimum of two quotes from a certified web designer for the website work.
2. Applicant must complete, sign and submit the grant application, including both quotes and selected provider information.
3. Gloucester County Department of Development will send notification to the applicant acknowledging receipt of their application.
4. Applications will be reviewed monthly and approved by the Economic Development Authority and if approved, applicant will be notified by letter, or email of the decision. This contact will serve as approval to begin design work.
5. Once website is completed, applicant will submit paid invoice to the Gloucester County Department of Development.
6. Upon confirmation that work has been completed and website is operational or enhancements functioning, reimbursement will be made to applicant business.

**E-Commerce Grant Program Application**

**Applicant**

Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Website address (if applicable): \_\_\_\_\_

Current Gloucester County Business License: \_\_\_\_\_

Minority/Woman/Veteran Owned: \_\_\_\_\_

**Authorized Provider**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (W) \_\_\_\_\_ Cell: \_\_\_\_\_

**Project Summary & Cost Information**

Written Summary of Proposed Work:

\_\_\_\_\_

\_\_\_\_\_

*Two detailed quotes from authorized providers must be submitted with this application*

Quoted Project Costs: \$ \_\_\_\_\_

Grant Funds Requested: \$ \_\_\_\_\_

(50% of estimated costs per grant details)

I agree to pay the entire cost of my website project and submit paid receipts to the Gloucester Department of Development in order to receive reimbursement from approved Grant funds. I certify that at the time of this application none of the work has been performed.

Signature

Date

\_\_\_\_\_