



# Website “Storefront” Improvement Program

## Program Description

The City of Camrose is investing up to \$2000 per small business, to a maximum of \$10,000 for the purpose of updating or establishing a website “storefront.” Applications for this application will remain open until budgeted funds have been allocated.

## Eligibility

### To be eligible for the program, business must (please check off):

- Be located in the City of Camrose
- Hold a valid business licence for a storefront location
- Employ less than 20 employees
- Enter into a grant agreement with the City

## Eligible Expenses

Eligible expenses include:

- Updating or upgrading current website
- Creating a website for a business
- Optimizing a website for online sales or service delivery

Ineligible expenses include:

- Staffing costs
- Computer hardware or electronic devices
- Expenses incurred prior to the day this application was sent in

## Application Process and Management

This grant program will be a 50% matching grant up to \$2000 with final project evaluation based on submission of receipts and project completion form.

**Application Intake: August 4, 2020 until fully utilized**

### To apply:

1. Save this PDF document to your computer and fill it out entirely. **ALL sections MUST be completed.**
2. Once you are done, save the file as “Your Business Name – Website”
3. Email the completed document and any copies of your receipts to the Manager of Communications and Economic Development at [econdev@camrose.ca](mailto:econdev@camrose.ca) for review and approval. All grant monies will be distributed through electronic funds transfers.

**Incomplete forms will NOT be considered.**

## Business Information

Business Name:

Business Address:

Applicant name and role in business (must be owner or manager):

Applicant's Phone Number:

Number of Employees:

Website:

Email Address:

- Do you agree to be contacted via email for information on this program and other Economic Development Initiatives?

## Grant Request Information

Description of Project (including timelines, reason for improvements, types of improvements, goals of project):

- Copy/copies of work quotes are attached (required)

Itemized Costs List			
Items Copies of quotes must also be included	Amount	Matching Eligible Amount (up to 50%)	For Office Use Amount Approved
<b>TOTALS:</b>		(\$2000 Maximum)	

**Signatures (please check)**

By signing this form the applicant agrees to enter into a grant agreement with the City of Camrose within 30 days of notification of a successful application or all monies will be forfeited.

By signing this form the applicant agrees to complete the project as described in this application. Any changes to the work described in this application must be submitted in writing to econdev@camrose.ca, prior to the work being completed, for approval.

- By signing this form the applicant agrees to submit a project completion form upon completing the website upgrades indicated in this application within 3 months of receipt of the funds.
- By signing this form, the applicant agrees to surrender any unused funds or unmatched funds as outlined in the project proposal.
- By signing this form the applicant understands and acknowledges that they are legally agreeing to all of the statements in this document.

Applicant Signature/Sign off:

Date:

**QUESTIONS?** Contact Patricia MacQuarrie, Manager of Communications and Economic Development at [econdev@camrose.ca](mailto:econdev@camrose.ca) or at 780.678.3025.

For Office Use	
Grant Amount Approved:	Amount Advanced:
Date completion report due:	Completion report submitted and accepted:
Signature:	

The information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 34(1) (k) (i) and shall only be used for the purpose for which it was collected. For more information, please contact the Freedom of Information Coordinator at 780.678.3027.