

James City County Electronic Commerce (e-Commerce) Grants Program Guidelines, Adopted MMM DD, 2009



Overview: James City County (the County) has agreed to help County private businesses grow revenues and jobs through e-commerce and has set aside a business assistance grant fund for that purpose.

The County is partnering with the Virginia Electronic Commerce Technology Center (VECTEC - for information see www.vectec.org) to determine the readiness of interested businesses to undertake e-commerce projects. VECTEC will meet with interested businesses, advise on the type project that will help them meet their goals, and forward the information to the County, who will then make the grant awards. Funds are awarded on a per-case basis for completed projects and are subject to evaluation by the County's e-commerce subcommittee.

VECTEC Services Include:

- search engine optimization assessment (with implementation if necessary)
- web site design and development - repair of broken and ineffectual sites
- portable, scalable shopping systems with a client administrative interface
- custom database development assistance with eVA (electronic Virginia) interface for businesses engaging in B2B and B2G selling online

Total Awards Fund: \$5,000.00 for projects (through 6/30/09)

Availability: Grants are made on a first-come, first serve basis to eligible businesses.

Eligibility: An eligible business must:

- be an operating business with at least one place of business physically located in the County;
- be current in filing and payment of all taxes due the County;
- be in compliance with all applicable laws, ordinances and regulations; and
- be a for-profit business.

Start-up businesses must accompany their application with a bona fide business plan that has been endorsed by either the Small Business Development Center (SBDC) or SCORE.

This grant program is not for maintenance and hosting of existing web sites. A business with an existing web site is only eligible for the program if its proposal for VECTEC assistance involves upgrades to and/or addition of new elements to its web site.

Grant Amounts: Awards for eligible businesses are capped at \$1,500 and not to exceed 50% of total project cost. Grant awards must be used within one-year of approval by the County. New items may be added to the proposal during that one-year period, but reimbursement is capped at \$1,500 and not to exceed 50% of total project cost.

Grant Amounts (James City County Technology Incubator clients): Grants will be calculated on a 1.5 for 1 basis (\$1.50 grant funds for every \$1 business expense), up to

\$2,000.

Grant Process / How Program Works

1. Interested businesses contact VECTEC (phone: 757-594-7092). VECTEC's usual client interview process will determine eligibility - projects must be legal, ethical and commercially viable, and project potential (job growth and retention, increased revenues, etc.) will be assessed.
2. Each grant award is subject to the prior review and approval of the County's e-commerce subcommittee.
3. VECTEC will make recommendations for funding matches from other state business assistance grantors.
4. Approved grant recipients pay their portion of project cost at time of signing of Statement of Work.
5. County funds pay for the remaining portion of client project cost at project completion.

Contact VECTEC at (757) 594-7092 or email grants@vectec.org