

GUIDE TO REQUEST YOUR

Kit Digital

**Drive your SME towards
digital transformation.**



Are you looking to *Digitalise* your company?

Are you looking to digitalise your company? We offer you a complete guide to ordering the Digital Kit. You will find information about the requirements and obligations relating to your business, the project execution process, eligible categories and the steps required to apply for help.

We provide consultancy *FREE OF CHARGE*

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What is Kit Digital?

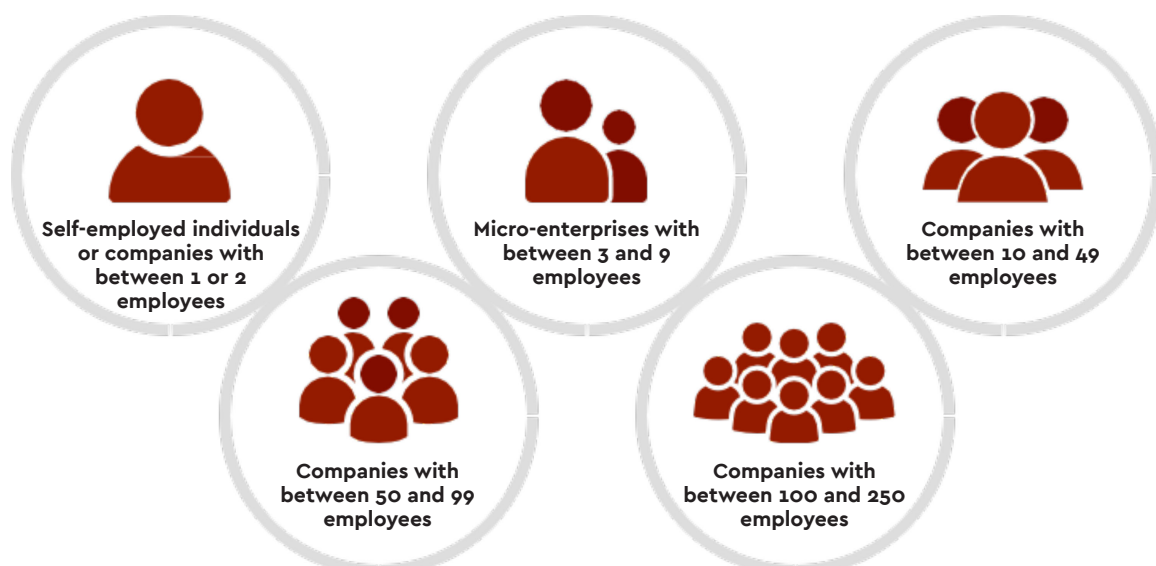


Kit Digital is a Spanish government initiative launched as part of the Recovery, Transformation and Resilience Plan, and financed by European funds provided by NextGenerationEU. It aims to help small and medium-sized enterprises (SMEs) as well as self-employed workers to digitalise by adopting technological solutions.

Several **Digitalising Agents** – such as **FERCHAU Spain** – are registered in the Kit Digital catalogue and, in order to be able to use the sum granted in the form of a voucher, businesses or self-employed individuals must choose one or more of these agents to execute and implement the relevant solutions. Of course, although it is possible to reach an agreement with several suppliers, you may only choose one per category.

Who is it for?

Kit Digital is organised into five segments, based on the size of the beneficiary company:



Features of Kit Digital.

- A programme aimed at SMEs and self-employed individuals with a view to help them implement digital solutions.
- Non-competitive competition, that is to say that digital vouchers are granted on a first come first served basis.
- The maximum execution period spreads over 12 months.
- The solutions chosen may be new, or improve existing ones.



Requirements to obtain the grant.

- Being a self-employed individual or company with fewer than 50 employees.
- The grant is not available to natural or legal persons who act as Digitalising Agents.
- Being registered as carrying out economic activities and complying with the minimum age required by the subsidy.
- Complying with the provisions of the General Subsidies Act.
- Being up to date with tax and Social Security obligations.
- Performing a 'self-diagnosis test' on the Acelera Pyme platform to evaluate your current digitalisation level.

What is *NOT* subsidised?



- VAT.
- The acquisition of products superior to those available on the market.
- Actions that do not comply with European Union environmental and climate standards.
- Personal Income Tax (IRPF) or Corporate Tax, as well as other interests, taxes or debts, hardware, land, telecommunications solutions, Internet connectivity, financial or infrastructure expenses and civil works, among others.
- Expenses relating to advisory, consulting or similar services used to obtain the help of Kit Digital.

Obligations relating to receiving grants from Kit Digital

- Using a differentiated accounting code.
- Communicating the receipt of other grants or subsidies, as no double funding is allowed for the same activity.
- Declaring all grants received in the previous two years.
- Not being a company in crisis.
- Not being subject to an outstanding recovery order.
- Signing the Agreement for the Provision of Digitalisation Solutions with the Digitalising Agents registered with the programme.
- Beneficiaries must present a rationale of the actions carried out, as well as provide any relevant documentation and supporting evidence.
- Establishing measures to prevent fraud, and not causing significant harm.

Maximum grant amount per segment

The maximum digital voucher amount will depend on the type of market segment your company falls into:

Segment I	€12,000
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Companies with between 10 and 49 employees
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Segment II	€6,000
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Companies with between 3 and 9 employees
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Segment III	€3,000
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Self-employed individuals and companies with between 1 and 2 employees
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Segment IV	€25,000
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Self-employed individuals and companies with between 50 and 99 employees
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Segment V	€29,000
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Self-employed individuals and companies with between 100 and 249 employees
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What kind of solutions does Kit Digital offer?

The digital solutions offered by the Kit Digital programme are divided into **10 categories** and are associated to various amounts according to the segment each company falls into.

For instance, self-employed individuals who wish to acquire a 'social media management' solution will benefit from a maximum of 2,000 euros, while the amount granted to companies with between 10 and 49 employees is 2,500 euros.

It is important to **remember that you may only choose a Digitalising Agent per category, and that they have to be registered in the Kit Digital catalogue.**

The table below presents the digital solution categories offered by the Kit Digital programme as well as the amounts corresponding to each company segment.

Digital solution categories	Months of service provision	Segment V. Medium-sized enterprises (100 <250 employees)	Segment IV. Medium-sized enterprises (50 <100 employees)	Segment III. Self-employed (0 <3 employees)	Segment II. Micro-enterprises (3 <10 employees)	Segment I. Small businesses (10 <50 employees)
Website and basic Internet presence	12	-	-	€2,000	€2,000	€2,000
Ecommerce	12	€5,000	€5,000	€2,000	€2,000	€2,000
Social network management	12	€5,000	€5,000	€2,000	€2,500	€2,500
Customer management	12	€14,000 (15 users)	€10,000 (10 users)	€2,000 (1 user)	€2,000 (1 user)	€4,000 (3 users)
Business Intelligence and Analytics	12	€8,000 (15 users)	€7,000 (10 users)	€1,500 (1 user)	€2,000 (1 user)	€4,000 (3 users)
Process management	12	€18,000 (includes 25 users)	€15,000 (includes 20 users)	€2,000 (1 user)	€3,000 (3 users)	€6,000 (10 users)
Electronic invoicing	12	€3,000 (includes 6 users)	€3,000 (includes 6 users)	€1,000 (1 user)	€2,000 (3 users)	€2,000 (3 users)
Virtual Office Services and Tools	12	€250/user (up to 116 users)	€250/user (up to 99 users)	€250/user (up to 2 users)	€250/user (up to 9 users)	€250/user (up to 48 users)
Secure communications	12	€125/user (up to 232 users)	€125/user (up to 99 users)	€125/user (up to 2 users)	€125/user (up to 9 users)	€125/user (up to 49 users)
Safety in the workplace	12	-	-	€1,000/device (maximum 1 device)	-	-
Cybersecurity	12	€125/user (up to 232 users)	€125/user (up to 99 users)	€125/user (up to 2 users)	€125/user (up to 9 users)	€125/user (up to 49 users)
Advanced presence on the Internet	12	€5,000	€5,000	€2,000	€2,000	€2,000
Marketplace	12	-	-	€2,000	€2,000	€2,000
Managed cyber-security service	12	€200/device (up to 145 devices)	€200/device (up to 99 devices)	-	-	-
Customer management with associated AI	12	€24,000 (15 users, with training for 5 of them)	€18,000 (includes 10 users, with training for at least 3 of them)	-	-	-
Business Intelligence, analytics and associated AI	12	€9,000 (15 users, with training for 5 of them)	€8,000 (10 users, with training for 3 of them)	-	-	-
Process management with associated AI	12	€19,000 (25 users, with training for 5 of them in associated AI)	€16,000 (20 users, with training for 3 of them in associated AI)	-	-	-

Digital solution, functionality and service categories

Website and basic Internet presence

This category mainly aims to provide companies with a website that will offer them greater visibility and presence on the Internet.

- **Domain.** Registration of a new domain in the name of the SME for a minimum duration of 12 months. There is no direct competition, as digital vouchers are assigned on a first come first served basis.
- **Hosting.** Hosting of the website created, for a minimum duration of 12 months.
- **Website design.** With a minimum structure of 3 pages or sections (landing page, contact page, services, etc.).
- **Basic positioning on the Web.** Publication of fundamental company information – including contact details and a business profile – on major sites, business directories and professional networks.
- **Improved search engines visibility (basic SEO).** This includes keyword analysis, a 2 page On-page SEO optimisation, as well as the correct indexing and structuring of content.
- **Adaptable design.** Web pages must be created to fit different devices, such as mobiles, tablets, and computers.
- **Accessibility.** The design must adhere to level AA compliance standards according to WCAG-2.1 guidelines.
- **Self-manageable.** Content management platforms are to be provided so as to allow beneficiaries to update the content of their websites independently – without relying on the provider's support.

Ecommerce

This category aims to create websites dedicated to the purchase and sale of products and/or services, and therefore integrating an online store or ecommerce platform.

- **Creation of an online store and registration of the product catalogue.** Beneficiaries will have access to an online store featuring a catalogue into which they may register, import or load products. A minimum of 100 references are required – although if the company cannot reach this amount, it may be less.
- **Form of payment.** Configuration and integration of various payment methods.
- **Adaptable design.** The online store must be easily accessible from all kinds of devices.
- **Accessibility.** The design must adhere to level AA compliance standards according to WCAG-2.1 guidelines.
- **Basic positioning on the Web.** Publication of fundamental company information – including contact details and a business profile – on major sites, business directories and professional networks.
- **Improved search engines visibility (basic SEO).** This includes keyword analysis, a 2 page On-page SEO optimisation, as well as the correct indexing and structuring of content.
- **Self-manageable.** Content management platforms are to be provided so as to allow beneficiaries to update the content of their websites independently – without relying on the provider's support.
- **Shipping methods.** Configuration and integration of digital and physical shipping options for the products sold in the beneficiary's online store.

Social network management

Category intended for the dissemination of beneficiary companies on social networks.

- **Social Media Plan.** Implementation of a social media strategy aligned with the mission and vision of the company, that is relevant, connects with potential customers and retains the existing customer base.
- **Social network monitoring.** Periodic monitoring and control using benchmark metrics relating to the impact of actions in order to quantify results and to verify the effectiveness of the deployed strategy.
- **Network optimisation/Social media audit.** Analysing different social channels in order to optimise performance.
- **Social network management.** Administration of at least one social network.
- **Publication of weekly posts.** Publication of a minimum of 4-8 monthly entries (posts).

Customer management

This category aims to digitalise and to improve the management of commercial relations with customers. The Kit Digital programme finances working hours. **Segment I companies will therefore receive a total of 40 hours for parameterisation**, while **Segment II and Segment III companies will be granted 30 hours for the same purpose**.

- **Customer management.** Storing and enabling the consultation of individual customer data as of their registration as a business opportunity, and simulating the purchase or contracting of products and/or services.
- **Potential customer management (Leads).** The solution adopted must allow the registration of new leads, whether this is done manually or by importing a file. In addition, the data associated with the leads must facilitate the commercial management of said leads in order to convert them into customers. Finally, it must include business rules parameterisation functionalities in order to assign the leads.

- **Opportunity management.** The management of all business opportunities that involve sending offers and quotes to the potential customers or leads. In addition, it must be possible to check the status of each opportunity (under analysis, under negotiation, won, cancelled, etc.).
- **Commercial actions or tasks.** The solution must allow you to create business actions and tasks both manually and automatically.
- **Commercial reporting, planning and monitoring.** The solution must offer tracking possibilities using indicators (KPIs) and listings of opportunities, in addition to other opportunities offering different levels of information aggregation based on the company's profile. This must also include an option to generate reports aiming to ensure the oversight and monitoring of commercial activity, namely including efficiency ratios, phase status, pipeline and other measurable attributes (products, quotes, etc.).
- **Alerts.** Visualisation of customer alerts in graphical form.
- **Document management.** Inclusion of a piece of software for centralised management purposes.
- **Responsive design.** The interface must be adapted to all kinds of devices.
- **Integration with various platforms.** Availability of APIs or Web Services.

Business Intelligence and Analytics

The category BI and Analytics seeks to optimise the decision-making process using data analysis. As for the management of customers and/or suppliers, working hours are also financed.



What does this include?

- **Integration of data with other databases.** This solution must allow access to different databases, as well as facilitate comparisons with the data presented.
- **Data storage.** It must offer at least 1 GB of storage capacity per user.
- **Creation of structured and visual data panels.** This solution must facilitate the creation of personalised data that includes relevant information, and must support various visualisation options.
- **Data export.** Possibility to export data as images or Excel documents, thereby creating synergies and compatibilities with other software used by the beneficiary companies.

Process management

This category aims to digitalise and/or automate various company processes linked to operational and productive aspects.

This solution offers the following number of hours for parameterisation:



Furthermore, functionalities must be as follows:

- **Digitalisation and/or automation of processes and workflows.**
The solution must allow the digitalisation and/or automation of processes such as:
 - **Accounting/finance:** Asset management, accounts receivable and payable, as well as the generation of balance sheets.
 - **Billing:** Automation of invoicing processes, such as the creation of quotes, delivery notes and invoices.
 - **Projects:** Resource optimisation, control of budgets, costs and estimates.
 - **Inventory:** Management of stock levels, shipments, distribution, cancellations and returns.
 - **Purchases and payments:** Management of purchase orders and payment processes.
 - **Human resources:** Payroll management and personnel administration.
 - **Logistics:** Management of fleets and routes, among other aspects.
- **Upgradeable.** It must be possible to receive upgrades to new versions.
- **Scalable.** It must be scalable in order to accompany the company's growth or to adjust to structural changes.
- **Integration with other platforms.** APIs or web services are to be made available with a view to integration with other tools.

Virtual office services

This category seeks to implement interactive and functional solutions within companies in a bid to improve collaboration with their employees.

- **Work team collaboration.** The solution aims to facilitate agile and efficient team management with a view to develop collaborative projects, to share resources and knowledge, to provide tools promoting interaction during ideation and problem solving processes, as well as to configure and customise workflows and tasks.
- **File saving and sharing.** The solution must provide a minimum of 1 TB of storage capacity.
- **Opportunity management.** Management of all business opportunities that involve sending offers and budgets to potential customers or leads. It must also allow to verify the status of each opportunity (under analysis, under negotiation, won, cancelled, etc.).
- **Mobile device compatibility.**
- **Calendar and planner.**

Safety in the workplace

Provide micro and small enterprises and self-employed workers with tools promoting safety, mobility and collaboration in the workplace, with a view to enhancing their productivity.



In short, it consists of a computer or laptop valued at €1,000 with current hardware requirements and labelled in compliance with the requirements.

Electronic invoicing

A solution designed to digitalise the customer invoicing process. It further includes a specific number of hours for parameterisation.



Furthermore, functionalities are as follows:

- **Structured invoices.** Possibility to issue invoices in structured formats, at least in the E-INVOICE format, in order to facilitate their automated processing.
- **Unlimited invoices.** Ability to issue an unlimited number of invoices.
- **Unlimited customers.** Possibility to send invoices to an unlimited number of customers.
- **Unlimited products or services.** Solution allowing the creation of an unlimited number of billable products and/or services within the catalogue.
- **Sending invoices via email.** Solution allowing to send invoices via email.
- **Invoice customisation.** Customisation of invoices, allowing the inclusion of a logo.
- **Periodic backups.** Performing regular backups – at least daily.

- **1 GB Storage/Invoice History.** At least 1 GB storage capacity to store invoices.
- **Integration with other solutions.** APIs or web services must be available in view of integration with other tools, including the option to load data manually.
- **Controlling invoice maturity.** Tracking invoice due dates.

Secure communication

This category aims to ensure the protection of connections between employees' devices and the company.

- **SSL.** Secure Socket Layer protocol establishing a secure and encrypted connection.
- **End-to-end encryption.** Communications are encrypted throughout the entire process in order to prevent attacks.
- **Connection records.** A log of the devices that have established a connection to the beneficiary companies' private networks must be kept.
- **Access control.** The solution must only allow the devices that have been authorised by the beneficiary company to access to the SME's private network.
- **Mobile devices.** The solution must be accessible from mobile devices.
- **Initial configuration and security updates.** The solution aims to provide the initial setup for correct use, as well as regular updates on forms of malware and other threat detection data. It must also provide regular security software updates.

Advanced presence on the Internet

Provision of functionalities and/or services that ensure the positioning of the beneficiary on the Internet, increasing their capacity to reach potential customers as well as visitor traffic on their platform(s).

- **Basic positioning on the Internet:** Positioning of basic business information, contact and company profile.
- **Keyword analysis:** Management, search and analysis of keywords to develop useful strategies.
- **Competition analysis:** A competition analysis must be carried out on a monthly basis to inform beneficiary companies of their situation vis-à-vis competitors.
- **On-page and Off-page SEO**
- **Monthly follow-up reports:** The result of actions carried out to generate awareness of evolution and repercussions must be reported.

Cybersecurity

This category aims to provide basic and advanced security for the devices of the company's employees.

- **Antimalware.** The solution must include a tool that scans company devices, their internal memory and external storage devices.
- **Antispyware.** Provision of a tool to detect and prevent spy malware.
- **Secure mail.** The solution must include tools to analyse emails, and provide the following features:
 - **Antispam:** Detection and filtering of unwanted mail.
 - **Antiphishing:** Identification of emails that contain suspicious links or malware in an attempt to steal credentials.

- **Safe navigation.** Inclusion of content controls and adware protection to prevent malicious ads.
- **Threat analysis and detection.** Tools allowing to identify the behaviour of both known and new threats.
- **Network monitoring.** Tools that analyse network traffic and alert businesses to potential threats.
- **Initial configuration and security updates.** The solution must provide an initial configuration suitable for its proper use, as well as regular updates on forms of malware and other data relevant to threat detection. It will also include regular security software updates.
- **Special training requirements.** The solution aims to provide training for security software configuration and to offer a cyber-security awareness kit to equip beneficiary companies with threat protection skills, thereby creating a 'human firewall'.

Managed Cybersecurity Service

This aims to provide companies using a service combining both EDR (Endpoint Detection and Response) and MDR (Managed Detection and Response) with the appropriate techniques to detect cybersecurity incidents in real time and to address them as quickly and efficiently as possible.

- **Installation and initial configuration.** Installation and initial configuration of security tools aiming to detect, interrupt and respond to threats on endpoints (servers, PCs, laptops, mobile phones, etc.) and/or globally (e.g. probes), integrated with a SIEM solution where information from different company sources is collected for correlation and analysis purposes.
- **Monitoring 24x7x365.** The service must be operational 24 hours a day, 7 days a week, 365 days a year.
- **Search, containment and response to threats.** The service must actively search for possible threats and prevent, interrupt and respond to possible attacks, as well as prevent them from spreading to other parts of the beneficiary company's network.

- **Safe navigation.** Inclusion of content controls and adware protection to prevent malicious ads.
- **Analysis and alerts.** The service will alert the contacts of the beneficiary company against possible threats detected, at least by sending an email immediately after detecting said threat.
- **Monthly follow-up reports:** Production of monthly reports on identified incidents, their root causes, and on the security situation of the company.
- **Detection and response at endpoints.** Detection and response at endpoints with EDR protection.
- **Direct assistance.** In the event of a security incident, the beneficiary company will have access to a telephone line providing direct contact with the service team in order to clarify any and all issues arising from an attack.

Customer management with associated AI.

The objective consists in digitalising and optimising the management of business relationships with customers through training in artificial intelligence (AI), with a view to optimise processes and streamline customer interactions.

It includes a certain number of hours for parameterisation, in view to define the particularities of marketing processes, as well as for data loading. It also includes AI training in the area of CRM for customer management – 20 hours spread over two months for both segments.

- **Potential customer management (Leads).** Either manually or by importing data files.
- **Customer management.** This aims to track commercial activity, from identifying the opportunity to the simulation of products or services and contracting said products or services.
- **Opportunity management.** All real business opportunities.

- **Commercial actions or tasks.** Possibility to create commercial actions and tasks (whether manually or automatically generated based on the sales workflow assigned to the opportunity).
- **Commercial reporting, planning and monitoring.** Different levels of information aggregation.
- **Alerts.** Visualisation of customer alerts in various graphic formats.
- **Document management.** Commercial and document management software used to keep all information organised in one place.
- **Integration with various platforms.** APIs or Web Services available to consolidate the entire company's information and data.
- **Web responsive (mobile/tablet).** The designed websites must be functional on both personal computers and mobile devices.

AI component

- **Predictive Lead Scoring:** Tool making use of artificial intelligence to carry out the historical evaluation of sales data and customer behaviour in order to predict and highlight the most promising opportunities.
- **Automation of meetings and tasks:** Tool automating the customer appointment scheduling process, as well as facilitating coordination between internal teams and said customers.
- **Automation of the 'sales journey':** Artificial intelligence will be used to automate tasks such as managing tasks and business opportunities; classifying emails and their automatic response; updating records and assigning tasks to the commercial network.
- **Integration with the Customer Management Platform:** APIs or Web Services are to be made available to consolidate information and data.

- **Data, privacy and security:** Respect of the existing commitments made to beneficiaries of the solution, including GDPR and data limits stipulated in the EC.
- Providers must ensure that AI systems intended to interact directly with natural persons are designed in such a way that said individuals are informed that they are interacting with an AI system.
- All suppliers of AI models must provide technical documentation, instructions for use, and must comply with the Copyright Directive.
- **Training in generative AI fundamentals in the field of customer management:** Training to prepare employees to using the functionalities described above, namely:
 - **Basic fundamentals:** Approximation of the current regulations and related ethical and safety risks.
 - **Specific training in:** The predictive management of current customers, leads and opportunities, the automation of meetings, tasks relating to the 'sales journey' (email classification, automatic response, updating records and assigning tasks to the sales network), chatbots (FAQs), intelligent document management.
 - **Duration:** Training sessions will last for a total of 20 hours over two months for each of the users defined per segment.
 - **Human instructors:** Whether in person or online, training sessions will be dispensed by human instructors made available to the users.
- **Completion Diploma:** An AI certificate of skills in the field of customer management will be awarded upon completion of the training.

AI for Business Intelligence and analytics.

This is geared towards exploiting company data in order to improve the decision-making process through training in artificial intelligence (AI) specialised in Business Intelligence (BI) and analytics.

It includes a certain number of hours for parameterisation in view to define the particularities of marketing processes, as well as for data loading. It also includes AI training in BI and analytics, which will last 20 hours spread over two months for both segments.

- **Integration of data with other databases:** The solution will allow access to other databases and enable comparisons with the exposed data.
- **Data storage:** The solution must provide a storage capacity of at least 1 GB per user.
- **Creating structured and visual dashboards:** The solution will allow you to create custom dashboards displaying relevant data and different visualisation methods.
- **Data export:** The solution will allow to export data as images or Excel documents, thereby creating synergies and compatibilities with different programmes commonly used by the users.
- **Training in generative AI fundamentals in the field of BI and analytics:** Training aiming to prepare employees to the use of the functionalities described above, namely:
 - **Basic fundamentals:** Approximation of the current regulations and related ethical and safety risks.
 - **Specific training in:** Data integration with other databases, data storage, creation of structured and visual dashboards, data export and cases of use with the main AI technologies.
 - **Duration:** Training sessions will last for a total of 20 hours over two months for each of the users defined per segment.
 - **Human instructors:** Whether in person or online, training sessions will be dispensed by human instructors made available to the users.
 - **Completion Diploma:** A certificate of skills acquired in AI will be awarded at the end of the training.

Process management with associated AI

This aims to digitalise and/or to automate business processes related to the operational or productive aspects of beneficiary companies through training in artificial intelligence (AI) specialised in process management. It includes a number of hours allocated to parameterisation in view to define the particularities of marketing processes, as well as for data loading. It also includes AI training in the field of process management, for a duration of 20 hours spread over two months for both segments.

- **Automation of processes and workflows:** The solution will allow the digitalisation and/or automation of horizontal or vertical end-to-end processes, such as: Accounting/Finance, Invoicing, Projects, Inventory, Purchases and Payments, Human Resources, Logistics, as well as other internal process management functionalities.
- **Integration with various platforms:** The solution must provide APIs or Web Services for integration with other tools.
- **Upgradeable:** The solution must provide upgrades to new versions.
- **Scalable:** The solution must be able to adapt to possible growth or changes in the SME's business structure.
- **Training in generative AI fundamentals for process management:** Training to prepare employees to the use of the functionalities described above, namely:
 - **Basic fundamentals:** Approximation of the current regulations and related ethical and safety risks.
 - **Specific training in:** Workflow automation and optimisation (accounting and finance, billing, projects, inventory, purchases and payments, human resources, logistics, etc.), financial management, data interpretation and continuous learning.
 - **Duration:** Training sessions will last for a total of 20 hours over two months for each of the users defined per segment.
 - **Human instructors:** Whether in person or online, training sessions will be dispensed by human instructors made available to the users.
 - **Diploma of completion:** A certificate of competency in the use of AI will be delivered upon completion of the training.

Looking to *Digitalise* *your company?*

We provide consultancy FREE OF CHARGE



***How do I request
a Digital Kit?***

Step-by-step guide to getting your Digital Kit.

Kit Digital is a Spanish government initiative deployed within the Recovery, Transformation and Resilience Plan, and is funded by the European Union in a bid to support SMEs in their digital transformation. Here are the steps you need to follow:

1

Check the requirements

- Being a micro, small or medium-sized enterprise (SME) or self-employed.
- Having between 0 and 49 employees.
- Being aware of tax and Social Security obligations.
- Not exceeding the de minimis limit relating to grants in the last three years (200,000 euros).
- Not being in a crisis situation (according to EU regulations).

2

Register on the Acelera Pyme portal

- Access the Acelera Pyme portal (<https://www.acelerapyme.gob.es>).
- Create an account and perform the digital self-diagnosis test to determine your company's digital maturity level. This is a mandatory step and will help you identify the most suitable solutions for your business.

3

Consult available grants

You can access the open calls from the portal. The amount of the grant varies according to the size of your company:

- Companies with 10 to 49 employees: €12,000.
- Companies with 3 to 9 employees: €6,000.
- Companies with 0 to 2 employees: €3,000.

4

Choose a Digitalising Agent

Digitalising Agents are the companies approved to implement digital solutions. You can choose from a list of approved providers in the above-mentioned solution categories.

If you are interested, click [here](#) to send us an email.

We will respond as soon as possible to get started with your Digital Kit.

5

Apply for the grant

Once you have decided which solutions you want to implement, navigate to the Electronic Headquarters of Red.es to formalise your request. You will need:

- A digital certificate or Cl@ve.
- Your company's accreditation documentation.
- Information about the digital solutions you plan to implement.

6

Formalisation of the agreement with the Digitalising Agent

After your application is approved, you must enter into a service provision agreement with the selected Digitalising Agent. The Agent itself will implement the solution, and payment for its services will be made directly to them, using the digital voucher.

7

Implementation and monitoring

After formalisation, the Digitalising Agent will implement the chosen solution. Be sure to track the implementation and fulfilment of the contract.



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