



## Ohio International Market Access Grant for Exporters (IMAGE) supported by the Small Business Administration (SBA) through the State Trade Expansion Program (STEP)

In September 2016, the State of Ohio was awarded \$750,000 from the State Trade Expansion Program (STEP) from the Small Business Administration (SBA). This is an increase of \$50,000 from last year's award. Ohio has received a STEP award every year for the last five years. Funding from STEP along with a minimum of \$250,000 of matching funds from the State of Ohio, is used to fund the Ohio International Market Access Grant for Exporters (IMAGE).

The IMAGE program funded through the State Trade Expansion Program (STEP) is designed to increase exports and create jobs. STEP is funded through the Small Business Administration (SBA) Office of International Trade which provides guidance on the IMAGE grant that offers financial assistance for small businesses to promote their products and services in international markets. The grant will provide a 50 percent reimbursement up to \$10,000 per fiscal year for qualifying activities. **Deadline to complete proposed activities is September 29, 2017.**

### Eligible International Marketing Activities



INTERNATIONAL TRADE SHOW EXHIBITION



INTERNATIONAL ADVERTISING



TRADE MISSIONS



TRANSLATION SERVICES



SUPPORTED INDIVIDUAL MARKET VISIT



GLOBAL TARGET PROGRAM

For more information and to apply, visit our website at [IMAGE.development.ohio.gov](http://IMAGE.development.ohio.gov)

**Questions?** Contact Thien Bui at [IMAGE@development.ohio.gov](mailto:IMAGE@development.ohio.gov) or (614) 466-4996

**Ohio**

John R. Kasich, Governor

Development  
Services Agency

David Goodman, Director

**SBA**  
U.S. SMALL BUSINESS ADMINISTRATION

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**Grant Year: 10/1/2016 – 9/29/2017**

- Step 1** *Application.* Company submits an application through the online system.
- Step 2** *Initial Review.* IMAGE program administrator reviews the application for completion, evaluates the proposed activities and checks the availability of remaining program funds (approx. 5 days). Company will receive a follow-up email from the program administrator with conditional approval\* or application feedback.
- Step 3** *Background Check.* Company is reviewed by the Ohio Department of Taxation and the Ohio Environmental Protection Agency for outstanding liabilities (approx. 4 to 6 weeks).
- \*Company may proceed to perform the proposed activities prior to receiving Official Authorization while the background check is performed. If Company is found to have outstanding liabilities, the IMAGE program administrator will notify Company. Company must resolve all outstanding liabilities prior to Official Authorization.
- Step 4** *Final Approval.* Upon clearance of the background check, Company will receive approval notice and a grant agreement to sign from the IMAGE program administrator, subject to Official Authorization below.
- Step 5** *Grant Agreement.* Company reviews and returns the signed grant agreement to the IMAGE program administrator.
- Step 6** *Official Authorization.* The grant agreement is countersigned by an authorized representative of the Ohio Development Services Agency (approx. 2 weeks). Once completed, a copy of the fully executed grant agreement will be sent to the company.
- Step 7** *Reimbursement Request.* The company may submit for reimbursement upon receiving the fully executed grant agreement and completing the proposed activities listed on the IMAGE application and outlined in the grant agreement.
- Step 8** *Reimbursement.* Program administrator will review and process the reimbursement request (approx. 30 days). If acceptable, payment is sent to company via electronic transfer. Program administrator will notify the company of any deficiencies in the reimbursement request.

**A company can request reimbursement up to two times per grant year. The total amount reimbursed shall not exceed the amount listed on the company's grant agreement. The grant is complete once all funding is expended.**

**Note: A grantee must notify the IMAGE program administrator prior to July 1, 2017 ("Deadline Date") if the grantee does not anticipate completing the proposed export-related activity or using the allocated grant funds by the Project Completion Date (September 29, 2017). If a grantee fails to (i) notify the program administrator prior to the Deadline Date that it is not moving forward with the project, or (ii) complete the project by the Project Completion Date, Grantee may be deemed ineligible for the IMAGE Program in the FY 18 IMAGE grant year.**

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