



Ohio International Market Access Grant for Exporters (IMAGE) Timeline: Application through Reimbursement

Grant Year: 10/1/2015 – 9/29/2016

- Step 1** *Application.* Company submits an application through the online system.
- Step 2** *Initial Review.* IMAGE program administrator reviews the application for completion and evaluates the proposed activities (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 (4 to 6 weeks).
- * Company may proceed to perform the proposed activities prior to receiving Official Authorization while the background check is performed. If the company is found to have outstanding liabilities, the IMAGE program administrator will notify the company. Company must resolve all outstanding liabilities prior to Official Authorization.
- Step 4** *Final Approval.* Company will receive approval notice and a grant agreement to sign from the IMAGE grant administrator, subject to Official Authorization below.
- Step 5** *Grant Agreement.* Company returns the signed grant agreement to the IMAGE program administrator.
- Step 6** *Official Authorization.* The grant agreement is countersigned by an authorized agent of the Ohio Development Services Agency (2 weeks). A copy of the fully executed grant agreement will be sent to the company.
- Step 7** *Reimbursement Request.* Company may submit for reimbursement upon receiving the fully executed grant agreement and completing the proposed activities listed on the IMAGE application.
- Step 8** *Reimbursement.* Grant administrator will review and process the reimbursement request (30 days). Payment is sent to company via electronic transfer.

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.

For more information and to apply, visit our website at IMAGE.development.ohio.gov

Questions? Contact Thien Bui at IMAGE@development.ohio.gov or (614) 466-4996



John R. Kasich, Governor

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