



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

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.

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



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