



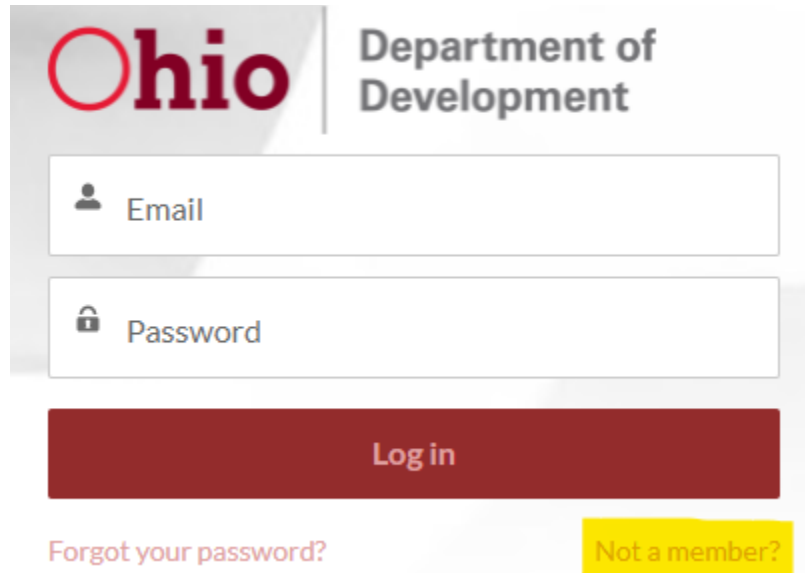
Ohio Meat Processing Grant Application Instructions

General Tips

- Unless otherwise noted in these instructions, all fields must be completed and all required attachments must be included before an application is submitted.
- Information entered can be saved by the user at any time. To access the application in the future, follow the instructions below using the same username and password used to create the application.
- Information entered on the application will not be saved unless the user clicks “save” at the bottom or successfully submits the application. Any unsaved changes will be lost if the user exits the application.
- A business is eligible to receive only one grant per facility under this program. Businesses with multiple eligible facilities under the same Federal Employer Identification Number will be able to submit an application for each unique location.
- Applications cannot be edited by users once they are submitted unless unlocked by Development. If a user has submitted an application and needs to make changes, contact meatprocessinggrant@development.ohio.gov.
- This application works best with Chrome or Firefox web browsers. Using Internet Explorer or Microsoft Edge may cause unexpected issues in displaying/utilizing the application.

Step-by-Step Application Instructions

- Navigate to Development.Ohio.Gov/MeatProcessing
- Click “Apply Now”.
- If you have not submitted an application for assistance with Development in the past, click “Not a member?” to register. Otherwise, log in using your email and password.



Ohio Department of Development

Email

Password

Log in

[Forgot your password?](#) [Not a member?](#)

- After registering or logging in, navigate to the Ohio Meat Processing Grant Program Application link:

[Ohio Meat Processing Grant Program Application](#) ⓘ **New!**

- After clicking the link, any existing applications will appear in the application list. To create a new application, click the red “New Application” button.

Eligibility Tab

- Answer the three yes/no questions. Users will not be able to move forward with the application until all three questions are completed.
- For any questions regarding the eligibility tab, refer to the Program Terms and Conditions or contact meatprocessinggrant@development.ohio.gov.

Applicant Information Tab

- Enter the applicant business’ Federal Employer Identification Number (FEIN) and click “Search”.
 - If the applicant business does not have a FEIN, contact meatprocessinggrant@development.ohio.gov.
- If the FEIN entered already exists in Development’s system, information associated with the business will appear. Confirm accuracy and edit any information as necessary before clicking “Save”.
- If the FEIN does not exist in Development’s system, it will indicate “No Accounts found with Tax ID”. To proceed, click “Click to add New Account” and enter all required information in the New Account box.

- Use the applicant business' mailing address, if different from the facility address.
- The Federal or State Meat Processing Registration Number is not required but should be entered if known. Applicants will be required to provide this information prior to receiving an award.
- An applicant's Ohio Charter Number can be found at <https://businesssearch.ohiosos.gov/>.
- Once all required information is entered, click "Save". After returning to the screen, enter contact information for the applicant. Ensure the Applicant Contact Email is correct, as this will be the primary form of communication with applicants.

Project Information Tab

- Facility Address should match the location of the meat processing plant where the grant funds will be utilized.
- Grant-Eligible Project Costs should equal the amount of Total Project Costs incurred that are eligible for reimbursement as described in the Program Terms and Conditions, Section II: Uses of Funds.
 - For each Grant-Eligible Project Cost, applicants will be required to provide the type of cost (from the Program Terms and Conditions), the amount, a brief description, and attach a copy of a quote, estimate, or invoice to verify the cost. Multiple attachments can be included for each item if necessary. Handwritten documents will not be accepted.
 - Applicants will be able to add multiple Grant-Eligible Project Costs, including multiple costs from the same category. Each Grant-Eligible Project Cost must include its own type, amount, description, and attached verification of cost.
 - An applicant may enter Grant-Eligible Project Costs totaling in excess of the \$250,000 program cap. However, any grant award will be capped at the maximum \$250,000.
- Total Project Costs should equal the total amount to be spent on the project described in the application and must be equal to or greater than total Grant-Eligible Project Costs.
- To prove how remaining project costs will be financed if Total Project Costs exceed Grant-Eligible Project Costs, applicants will be required to provide a letter of intent, commitment letter (including from public sources), term sheet, or verification of available equity. Multiple attachments can be included if necessary. Handwritten documents will not be accepted.
- The narrative and timeline questions have a limit of 500 characters.
- Full-Time Equivalent Employees are calculated by dividing the total number of hours paid over the past 12 months at the project location by 2,080. Whole numbers only, round if necessary.
- Total Annual Payroll should cover the same 12-month period as the Full-Time Equivalent calculation above at the project location and should include only taxable wages paid to employees.

Submit Application Tab

- Review the information in the light blue box before entering your name and title and clicking the “Submit” button.
- If any fields have not been completed or any attachments not included, you will receive an error message. Complete the required fields/attachments and attempt to resubmit. If you continue to have issues submitting the application, contact meatprocessinggrant@development.ohio.gov.
- Upon successful submission of your application, you will receive an automated confirmation email. If you do not receive a confirmation email, contact meatprocessinggrant@development.ohio.gov to verify receipt of your application.
- Applications cannot be edited by users once they are submitted unless unlocked by Development. If you have submitted an application and need to make changes, contact meatprocessinggrant@development.ohio.gov.
- Refer to the Program Terms and Conditions for more information regarding application review and scoring.