

What is the JobsOhio Small Business Grant?

The program provides grants of up to \$50,000 to support the growth of small businesses that face unique challenges because they are either located in a qualifying zip code or are owned by an eligible population, which includes minorities, women, veterans, and people with disabilities. To qualify, the company must have an eligible project and meet business size and industry requirements.



Ohio's Economic
Development Corporation

What businesses are eligible?

- To qualify, businesses must be registered as a for-profit entity in the State of Ohio and in good standing with the Ohio Department of Taxation.
- The business must meet at least one of the following two requirements:
 - » Must be at least 51% minority-owned, woman-owned, veteran-owned or owned by an individual with a disability.
 - » AND/OR, the business is located in an eligible zip code. [Visit our website](#) to check eligible zip codes.
- Eligible businesses must have a portion of their sales and revenue generated by selling products, services, or software to other businesses; a business-to-business (B2B) company. The business may also sell direct to consumers, however the grant must support expansion or growth of the B2B side of the company. Investments in retail operations are not eligible, however some back-office distribution or e-commerce businesses may qualify.
- The business must be in operation for at least one year with revenue between \$100,000 and \$25 million.
- The company must be making a new investment in an eligible cost (listed in the next section) and willing to commit to at least 10% job and/or payroll growth over a three-year period.

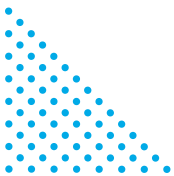
What kind of investments can the grant support?

Eligible costs

- Site and building improvements, including construction, expansion or renovation
The grant can only cover white box build-out such as HVAC, roof & walls, windows, electrical, plumbing, etc. Tenant improvements are generally not eligible.
- Demolition and site preparation costs
- Purchases of machinery and equipment, including some rollings stock such as forklifts and related equipment.
- Onsite infrastructure such as utility upgrades or rail improvements
Parking lots are not eligible.
- Information technology needs, including hardware components (servers) or industry specific software
- Some qualified training costs, typically related to industry process or software, maintenance or skilled trades, or quality management

What are the company commitments to receive the grant?

The goal of the grant program is to help small businesses grow in Ohio. To ensure results are achieved, companies are required to report annually for three years following the grant award on their “metric commitments,” which includes reporting on jobs, total payroll and new investment in the project. The company annual reports are confidential and not shared with the public. The project, including job and investment commitments, are discussed and agreed upon before the grant is awarded.



How do I apply?

STEP 1

Determining Eligibility.

If you think you might be eligible, contact your JobsOhio [Regional Network Partner](#) to discuss your project.

STEP 2

Agree on metric commitments.

If your project meets the eligibility requirements, your JobsOhio Network Partner will ask you to complete an Intake form to collect additional information about your project. They will also discuss job and payroll commitments that will be included in the grant agreement, so it's important to be realistic in your projections.

STEP 3

Receive a formal offer letter from JobsOhio.

Once all information is provided, JobsOhio will either issue an offer letter outlining the terms of the grant or will follow-up if an offer cannot be provided. Grant decisions are based on several project factors, including but not limited to company location, company ownership, jobs created and/or retained, project investment, type of business, and demonstrated need for funding in order for the project to move forward.

STEP 4

Accept the grant.

Once an offer letter is received by the company, the recipient must email to accept the terms of the grant offer.

STEP 5

Review and submit the full application.

You will receive a link to review and complete the application, which is pre-populated with the information already provided. You will also be asked to provide historical financial statements (tax returns are acceptable if annual financial statements are not available), a copy of your IRS Form W9, and an electronic signature on the document to verify the information being provided is correct.

STEP 6

Review and sign grant agreement.

JobsOhio will generate a grant agreement based on the information provided in the application. You will be emailed a copy for review, and if there are no changes, confirm with the JobsOhio team and the agreement will be sent to you electronically for signature.

When and how do I receive the grant funding?

The process to get to an offer letter and subsequent grant agreement can move as fast as a few weeks, depending on how quickly project information can be provided by the business. However, there are three important considerations impacting when the business can start the project and when grant funds are received. They include:

1. Reimbursement grants

JobsOhio grants are funded on a reimbursement basis, which means the company must incur and pay vendor invoices first, then submit documentation to JobsOhio for reimbursement. Once an agreement is executed (signed), companies are eligible to submit for reimbursement after completion of an onboarding call with the JobsOhio Project Performance Team. The program allows for up to three reimbursement requests. The reimbursement process could take a minimum of 6-8 weeks before the grant funds are disbursed. Processing time could be longer if documentation is not submitted correctly the first time and follow up is required.

Timing of expenses

- JobsOhio can only reimburse for expenses incurred after the application has been signed and submitted to JobsOhio, which is outlined in Step 5 above. Therefore, the company should hold on making investments in the project until after the formal application is submitted.

Incurring costs

- JobsOhio can only reimburse the company listed as the grantee in the executed grant agreement. If costs are incurred by another entity other than the grantee in the executed grant agreement, this could delay the reimbursement process as an amendment will need executed prior to any funds being disbursed.

Questions

Contact your [JobsOhio network partner](#) for questions.

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