



# GLOBAL BUSINESS DEVELOPMENT PROGRAM FREQUENTLY ASKED QUESTIONS

**Can I send my invoices to be paid at the same time as my application since we already have them expensed?**

No. Your application must be approved and then all incurred expenses must be paid after your approval date. Your reimbursement form must include invoices, bills, and proof of payment. Also, we need a signed contract and a company's W9 before any reimbursements will be processed.

**Travel, lodging and meals are major expenses in export expansion. Why doesn't the grant cover these expenses?**

Our budget is only so big and we require that companies have a match. Consider an IMAG with an award of \$10,000. Each company must match 30 percent of the grant amount. Thus, for a \$10,000 grant, the company must expend a minimum of \$3,000. The company's travel and lodging may be counted towards the match amount. However, we do not cover meals as part of the grant, nor do we allow them to be counted toward a company's match amount.

**By the time I know of the exact dates and class information, there isn't enough time to process my request. Can I still apply for grant assistance?**

In this case, you could submit your application with examples of specific classes you are looking into, without specifying for certain which class you will take. You would then create your budget based on these examples of prior or similar classes. The exception is trade shows, for which we do need to know the specific dates and location in order for your application to be approved.

**We have a trade show we'd like to participate in and the registration deadline for the show is in two weeks. Can we still apply for grant assistance?**

Our approval and underwriting process takes six to eight weeks. If you are facing deadlines sooner than that, then those expenses may not be eligible for reimbursement. Please plan your grant budget accordingly. Keep in mind that you might incur post-show expenses that may be eligible for reimbursement. You may also wish to contact the trade show organizers and ask if they you would accept a down payment and allow you to pay the balance once your grant has been accepted. In that case, the down payment would not be eligible for reimbursement, but the remaining balance paid after the grant acceptance date would be.

**My grant is being held up because our owners are having difficulty sending in the Personal Information Statement form. Can I just send it to you myself?**

Yes, if the owner has completed, signed and dated the form themselves. You will need to have a secured email sent to you, and then you may scan and send the form in to WEDC, or you can mail it in to us via certified mail at:

WEDC  
Attn: Kevin Knudsen  
201 W. Washington Ave.  
Madison, WI 53703

**How soon will I receive my check after I submit for reimbursement?**

We generally take about four weeks to process a reimbursement claim. However, you can apply for ACH reimbursement and the funds will be automatically deposited into your account, instead of waiting to cut a check and have it mailed.