

Match on Main Reimbursement & Disbursement Process

Reimbursement Overview

Match on Main is a reimbursement-based grant program. Grant funds are disbursed only after the approved project has been completed and all required documentation has been submitted and approved by the Michigan Economic Development Corporation (MEDC).

Businesses are responsible for paying all project costs upfront and maintaining documentation of expenditures.

Steps for Reimbursement

Step 1 – Complete the Approved Project

All work outlined in the approved Match on Main application and grant agreement must be completed prior to requesting reimbursement.

Only approved project expenses incurred after the application submission date are eligible for reimbursement.

Step 2 – Prepare Required Documentation

The following documentation must be submitted as part of the reimbursement request:

Required Forms

- 1. Exhibit C – Key Milestone One Reimbursement Request**
- 2. Exhibit D – Company Acknowledgement Form**
 - Must be signed by the small business owner
 - Both exhibits are found in the grant agreement
- 3. Exhibit E – Grant Disbursement Request and Final Report Form**

Supporting Documentation

- 4. Copies of all paid invoices and receipts**
 - Documentation must clearly show proof of payment
 - Acceptable proof may include paid invoices, receipts, cancelled checks, or credit card statements

5. Project Completion Photos

- Submit a minimum of three “after” photos showing the completed project
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Submission Requirements

Please ensure:

- Expenses submitted align with the approved project scope
- Documentation is complete and legible
- All forms are signed where applicable
- Receipts clearly indicate payment has been made

Incomplete submissions may delay reimbursement processing.

Submitting the Reimbursement Request

Completed reimbursement packets should be submitted electronically to the MEDC Match on Main Program Manager.

Review & Approval Process

Once submitted:

1. MEDC staff will review the reimbursement request and supporting documentation
 2. Staff may request additional information or clarification if needed
 3. Upon approval, reimbursement will be processed through the State of Michigan payment system
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Payment Timeline

Approved reimbursements are generally processed within approximately 10 business days following final approval.

Processing times may vary depending on the completeness of the submission and State of Michigan payment processing timelines.