



## STEP 2017-2018 Guidelines

The U.S. Small Business Administration's State Trade Expansion Program (STEP) grant initiative provides funding to states and U.S. territories to increase the number of businesses that export.

Administered by Maine International Trade Center (MITC), the objective of the **STEP Financial Assistance Award** is to encourage Maine companies seeking new international sales through financial support for:

**U.S. Small Business Administration**



**Your Small Business Resource**

Funded in part through a grant with the  
U.S. Small Business Administration

### **International Business Development**

International business development services awards will reimburse up to \$3,500 for business matching services or international trade show participation, plus associated expenses such as shipping, interpretation, or in-market ground transportation.

Expenses relating to domestic trade shows are eligible *only* if the company engages *international* matchmaking services such as the US Commercial Service international buyer's program or equivalent. A receipt for this service and a copy of the meeting schedule will be required for reimbursement. Eligible companies may only receive support for one domestic trade show per grant year and may only receive support for three domestic shows in total.

Companies receiving support from other Federal sources such as Branded or other Market Access Programs should connect with MITC staff for details on how these programs may be used together.

### **Advanced Export Skills Development**

Advanced export skills development award will reimburse up to \$2,000 in costs associated with skills development, training, or export compliance services.

### **Foreign Marketing Support**

Companies may engage consultants to improve their international marketing efforts; this program will reimburse 50% of cash expended, up to a maximum of \$3,000.

Eligible businesses may receive reimbursements totaling up to \$10,500 per year through this program for costs associated with these activities.

NOTE: Airfare, lodging, and meals are not eligible for reimbursement under this program.



## **STEP 2017-2018 Guidelines (cont.)**

Companies must be approved for the Financial Assistance Award prior to incurring costs; costs incurred before receiving approval will not be reimbursed. Applications must be received by September 14, 2018. Funded activities must be completed before September 28, 2018.

### **Eligibility**

To apply, companies or firms must meet the U.S. Small Business Administration's definition of small business, and manufacture or perform at least 51% of the covered good or service in Maine, and meet any other SBA guidelines for receiving federal grants.

### **Required for Application**

Companies must apply for the STEP Financial Assistance Award in advance. Funds may not be used to pay for activities or costs incurred prior to the approval of the activity.

If applying for the first time, a company must complete and submit a Self-Representation as an "Eligible Small Business Concern" form on the next page.

### **Required for Reimbursement**

Notice of application approval, copy of meeting schedule, paid invoices for international business matchmaking and/or training services, and completion of the first post-activity survey. MITC will conduct confidential surveys following the completion of the supported activity and at 6 and 12 months following the activity.

### **Questions**

For more information, please contact us via email: [STEP@mitc.com](mailto:STEP@mitc.com).



**U.S. SMALL BUSINESS ADMINISTRATION**  
**WASHINGTON, D.C. 20416**

**SELF-REPRESENTATION AS AN ‘ELIGIBLE SMALL BUSINESS CONCERN’**

The undersigned seeks services from a State grant recipient under the Trade Facilitation and Trade Enforcement Act of 2015 (HR 644), which authorized the State Trade Expansion Program (STEP).

Section 503 of the Trade Facilitation and Trade Enforcement Act of 2015 defines the term ‘eligible small business concern,’ as a business concern that:

1. Is organized or incorporated in the United States;
2. Is operating in the United States;
3. Meets
  - a. The applicable industry-based small business size standard established under section 3 of the Small Business Act; or
  - b. The alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan programs under title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 et seq.);

The U.S. Small Business Administration (SBA) size standards are found at 13 C.F.R. Part 121. Use the following [sba.gov link](https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//small-business-size-standards) for information on size standards for your business (<https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//small-business-size-standards>);

4. Has been in business for not less than 1 year, as of the date on which assistance using a grant under this subsection commences; and
5. Has access to sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers.

Submitting false information in order to obtain services from a STEP grant recipient is a violation of Federal law. If you submit false information the Government may seek criminal, civil, and/or administrative remedies against you, pursuant to 18 U.S.C. §§ 1001, 1040; and 31 U.S.C. §§ 3729–3733. The Government may elect to exclude you from further participation in certain Federal programs and contracts if you submit false information in connection with receiving services from a STEP grant recipient.

**I hereby certify that the business I represent is seeking services from a STEP grant recipient and is an ‘eligible small business concern,’ pursuant to the above definition.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name