

# Maine Domestic Trade Expansion Program (DTEP) 2023-2024 Guidelines

Funded by the Maine Jobs & Recovery Plan (MJRP) through a contract with the Maine Department of Economic & Community Development's Office of Business Development, Maine International Trade Center (MITC) will undertake a limited domestic trade expansion program for the next two years. The objective of the **Maine Domestic Trade Expansion Program (DTEP)** is to support companies in certain industries to diversify and grow markets within the United States. Eligible businesses may seek financial support for:

- Market Research and Diversification Assistance
- Compliance and Certification Assistance
- Training and Industry Events

Eligible Maine businesses may receive reimbursements totaling up to \$15,000 per year through this program for costs of outside services associated with these activities. MITC will reimburse 75% of total eligible costs associated with pre-approved activities.

*NOTE: Airfare, lodging, meals, printing, personnel costs, entertainment expenses, and the purchase of capital assets are NOT eligible for reimbursement under this program.*

## Market Research and Diversification Assistance

Market Research and Diversification Assistance will support companies in obtaining domestic market research to plan and develop new business opportunities, as well as customized individual research or technical assistance to help qualified companies identify and evaluate new product and market opportunities.

Businesses may also be reimbursed for costs associated with market entry activities such as matchmaking services; participation in trade shows, including activities organized by MITC; or for costs associated with virtual services of a similar nature. Costs for services that support a market access activity, such as shipping or collateral development, will also be eligible.

## Compliance and Certification Assistance

Compliance and Certification Assistance will provide individualized consultation and training services regarding market or industry compliance issues, as well as help qualifying companies obtain certifications that are necessary for them to diversify into new markets.

## Training and Industry Events

Training and Industry Events will financially assist individual companies attending industry conferences and training courses and seminars that will enhance their knowledge and capabilities, as well as help them explore new market opportunities. This task is focused on education and networking and does not include reimbursement for trade show display costs.

## Deadlines

Applications must be received by June 17, 2024. Funded activities must be completed before September 30, 2024.

## Eligibility

To apply, companies or firms must meet MITC's eligibility requirements and all other state and federal guidelines for receiving financial support.

Support is only available via MITC's program to businesses engaged in one of the following sectors:

- Consumable products of food, seafood, or beverage
- Aerospace and defense
- Offshore wind and renewable energy

*For other industry sectors, support is available through several partner organizations. Please contact MITC for more information.*

## Required for Application

Companies must apply for the **Maine Domestic Trade Expansion Program** in advance of the project or activity. Funds may not be used to pay for activities or costs incurred prior to the approval of the activity. The typical processing time for applications is two weeks from date of submission to notification.

If applying for the first time, a company must complete and submit a self-certification form.

## Required for Reimbursement

Notice of application approval, paid invoices for reimbursable activity, and completion of the post-activity survey. MITC may conduct confidential interviews/ surveys both before and following the completion of the supported activity.