



Maine Domestic Trade Expansion Program

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 receive financial support for:

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

Eligible 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.

*** 1. Applicant contact information: (NOTE: Please provide street address. PO Box is not acceptable.)**

Your First and Last Name:	<input type="text"/>
Legal Business Name:	<input type="text"/>
Street Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

*** 2. Which of the following industry sectors is your business engaged in?**

- Consumable products of food, seafood, or beverage
- Aerospace and defense
- Offshore wind and renewable energy
- None of the above



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*** 3. Are you applying for, or have you received, public financial assistance for this project from any other source, such as but not limited to MITC's STEP Financial Assistance Award program, FoodExport USA, Maine APEX Accelerator, the Maine Made Domestic Trade Assistance Grant program, Maine Technology Institute's Maine Entrepreneurial Resource Corps, or through the Greater Portland Council of Governments?**

Yes

No



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Based on your answers to the previous questions, you are not eligible to apply for financial assistance under this program. We would like to talk with you about your business expansion goals and may be able to connect you with other resources through our network of partners.

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APPLICATION FORM

4. Please provide the following information about the company Owner/President if different than applicant:

Full Name:

Email Address:

Phone Number:

*** 5. Please provide the following information about the company Accounting/Finance contact:**

Full Name:

Email Address:

Phone Number:

*** 6. Company website:**

*** 7. Federal EIN: (XX-XXXXXXX format to include dash)**

*** 8. Primary NAICS code (6 digit):**

For information about NAICS codes, see [NAICS Codes & Understanding Industry Classification Systems \(census.gov\)](https://www.census.gov/naics/).

Based on your answer to the previous question, please enter your **Primary Industry** in the next question using the first two digits of your NAICS code. *For example, if your NAICS Code is 324567, then your Primary Industry would be entered as 31-33 Manufacturing.*

*** 9. Primary Industry:**

*** 10. Unique Entity ID (UEID):** The federal government requires companies doing business with the government or receiving grants to have a Unique Entity Identification (UEID) number. You can obtain a free UEID number at the federal government website [SAM.gov](https://sam.gov)

*** 11. Year established:**

*** 12. Number of employees in Maine:**

*** 13. What % of your total sales are from out of state?**

*** 14. Is this business an affiliate or subsidiary?**

Yes

No

If yes, please provide name and location of parent company:

*** 15. Is your business classified as Disadvantaged? Select all that apply**

Social + Economic Disadvantaged

Women

Veteran

Disabled Veteran

Rural

Not Disadvantaged

*** 16. Project Name: (e.g., B2B Matchmaking, E-commerce Platform, Winter Fancy Food Show 2023, Website SEO)**

*** 17. Indicate the appropriate category for the activity. (Only one category per application. Please submit separate applications to request funding in more than one category.)**

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

*** 18. Project description: Briefly describe the project for which you are requesting funds. (NOTE: Please submit separate applications for each project. Only one activity per application is permitted. A total cost estimate for the activity will be required below.)**

*** 19. Please enter the target state (or states, if more than one) for the project.**

*** 20. Proposed Start and End Date for project**

*** 21. Brief description of company's products/services and intended market development:**

22. List the name, address, email, and website for any organization or vendor (e.g., consultants, trade show organizers, etc.) whose costs will be reimbursed by you with award funds.

*** 23. Please provide the total estimated project cost. (NOTE: Please enter a whole number only. Decimals, percentages, dollar signs, and non-numeric characters are not accepted.)**

Business matchmaking	<input type="text"/>
Trade show costs	<input type="text"/>
Shipping	<input type="text"/>
Marketing	<input type="text"/>
Training	<input type="text"/>
Certification	<input type="text"/>
Other	<input type="text"/>
TOTAL	<input type="text"/>

*** 24. Is the purpose of this project to:**

- Expand into new markets
- Expand into a new segment or new product line within an existing market
- N/A

Certifications

An officer of the company must submit this application. By submitting this application, the applicant certifies that:

1. To the best of my/our knowledge, the data in this application is correct and that supporting documentation will be available to MITC for review upon request.
2. I/we certify that we have not applied or received public funding for any of the activities listed in the project application from Maine APEX, Maine International Trade Center, Maine Made, the Greater Portland Council of Governments, the Maine Technology Institute, or FoodExportUSA. MITC and DECD will be reviewing all Domestic Trade Recovery Grant investments to ensure that there are no duplicate requests.
3. I/we understand that submitting false or misleading information may result in being found ineligible for reimbursement and permanent disqualification from any future use of this program.
4. Maine Domestic Trade Expansion Program funds will only be used for those activities included in the project budget.
5. At least 51% of the manufactured value of the product or the performance value of the service will be produced in Maine.
6. I/we understand that MITC will conduct confidential surveys following the completion of the activity and at 6 and 12 months and agree to answer those surveys in a timely manner.

*** 25. Pursuant to MITC’s enabling statute (10 MRSA 107-B, section 945-J), certain information may be exempt from FOAA requirements upon request. As this certification and associated projects meets the statutory definition of “proprietary information”, ie “trade secret or production, commercial, or financial information, the disclosure of which would...make available information not otherwise publicly available,” we request that any information regarding this certification and associated applications remain confidential, except for reporting purposes to the Maine Department of Economic & Community Development as it relates to its obligations to the Federal government.**

I certify that the information provided is truthful and accurate, and my contact information below shall serve as my electronic signature.

First and Last Name

Job Title

Date

Applications will not be considered until all supporting documentation is submitted. Incomplete applications will be terminated after 30 days, which means that applicants will need to reapply. Please note that you have not been awarded any funds until you receive an award notification email from MITC staff.