

**MISSOURI STATE TRADE & EXPORT PROMOTION = UNLIMITED POSSIBILITIES  
CHECKLIST**

Please include each of the following items as part of your application:

1. Marketing Activity

Completed Application

Export Plan (if required)

Supporting documents:

Executed Disclosure & Confidentiality Agreement

SBA Self-Representation Form

SBA Debarment Certification Form

MissouriBUYS

Sign and Return Certification of Statement

E-Verify Memorandum

Fly America Document

2. Additional documentation required after activity takes place

Receipts

Tax Clearance

Invoice

Client Impact Statement



**MISSOURI STATE TRADE & EXPORT PROMOTION = UNLIMITED POSSIBILITIES  
APPLICATION FORM**

The Missouri Department of Economic Development, funded in part through a Cooperative Agreement with the U.S. Small Business Association, announces the Missouri State Trade & Export Promotion=Unlimited Opportunities (MO STEP=UP) program. The MO STEP=UP program offers small businesses grant opportunities to fund international activities that further the importance of exporting in the state. Eligible activities include: trade shows, trade missions, website translation, subscription services to the US Department of Commerce, international marketing media, export training and other export promotion initiatives deemed appropriate by the department. All applications must be submitted and approved prior to the occurrence of all activities included in the proposed project. Not all applications will qualify or be approved; companies will be referred to existing programs offered by the state and state partner organizations.

<b>PART A. - APPLICANT INFORMATION</b>				Office Use Only	
				ID #:	
Name of Applicant Business					
Missouri Business Charter Number (to retrieve, please visit: <a href="#">Business Entity SFARS</a> ):					
Federal Employer I.D. Number:					
Contact Person:			Title:		
Street Address 1:			Phone Number:		
Street Address 2:			Fax Number:		
Alternative Address:			Mobile Number:		
City:		County:	State:		Zip Code:
Website:			E-mail:		
Number of Employees (FTE) in Missouri:			Year Established:		
If your company is foreign owned, please indicate the parent company and country. Parent Company: _____ Country: _____					
Please provide a brief profile of your company:					
Please indicate the range of your company's annual sales: <input type="checkbox"/> Under US \$500K <input type="checkbox"/> US \$501K-US \$999K <input type="checkbox"/> US \$1M-US \$4.9M <input type="checkbox"/> US \$5M-US \$25M <input type="checkbox"/> Over \$25M					
Do you currently export? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, what percent of your sales are through export? <input type="checkbox"/> 0-15% <input type="checkbox"/> 16-50% <input type="checkbox"/> 51-75% <input type="checkbox"/> 76-100%					

Industry Type:			
<input type="checkbox"/> Advanced Manufacturing	NAICS: _____	<input type="checkbox"/> Energy	NAICS: _____
<input type="checkbox"/> Biological / Life Sciences	NAICS: _____	<input type="checkbox"/> Agriculture	NAICS: _____
<input type="checkbox"/> Manufacturing (any industry)	NAICS: _____	<input type="checkbox"/> Aviation / Aerospace	NAICS: _____
<input type="checkbox"/> Transportation / Logistics	NAICS: _____	<input type="checkbox"/> Information Technology	NAICS: _____
<input type="checkbox"/> Automotive	NAICS: _____	<input type="checkbox"/> Service Provider	NAICS: _____
<input type="checkbox"/> Medical Equip. / Supplies	NAICS: _____	<input type="checkbox"/> Other	NAICS: _____

How did you hear about our office/services?

Type of Ownership (check one): <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative Association <input type="checkbox"/> Other (please specify)	Ethnicity of majority owner: <input type="checkbox"/> Black/African American <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Eskimo/Aleut <input type="checkbox"/> Polynesian/Native Hawaiian <input type="checkbox"/> Hispanic <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other (please specify)	Sex of majority owner: <input type="checkbox"/> Male <input type="checkbox"/> Female	Veteran Owned Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## PART B. - INTERNATIONAL MARKETING ACTIVITIES & BUDGET

Type of Activity: <input type="checkbox"/> Domestic Trade Show <input type="checkbox"/> Foreign Trade Show <input type="checkbox"/> Foreign Trade Mission	<input type="checkbox"/> USDOC Matchmaker Service <input type="checkbox"/> DED Matchmaker Service <input type="checkbox"/> Foreign Market Sales Trip	<input type="checkbox"/> USDA Matchmaker Service
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Activity Name:

City and Country Location(s):	Date(s) of activity:
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Your Missouri personnel who will attend this show: NAME	TITLE
1.	
2.	
3.	

Is there any other funding source available for this activity?  Yes  No If yes, please identify source.

List expenses for reimbursement of international marketing activities under the MO STEP=UP, maximum reimbursement levels are included in budget section.

Activity/Expense Category	Cost to be Reimbursed				Maximum Funding Per Company, Annually
	Trade Show	Trade Mission/FMS Trip	DED/MDA/USDOC/USDA Matchmaker	Company Match Required	
Shipping Registration/ Participation Fee/Booth Construction	50% of actual cost, Max \$5,000, +10% for general Middle East Market OR +20% for UAE	50% of actual cost, Max \$4,000, +10% for general Middle East Market OR +20% for UAE	50% of actual cost, Max \$1,500	50% Match	
Market Media	50% of actual cost, Max \$1,500	50% of actual cost, Max \$1,500	50% of actual cost, Max \$1,500	50% Match	
Website Translation in Arabic	50% of actual cost, Max \$3,000	50% of actual cost, Max \$3,000	50% of actual cost, Max \$3,000	50% Match	
US Department of Commerce Subscription Services	50% of actual cost, Max \$2,000	50% of actual cost, Max \$2,000	50% of actual cost, Max \$2,000	50% Match	
Airfare	50% of actual cost, Max \$1,000	50% of actual cost, Max \$1,000	50% of actual cost, Max \$1,000	50% Match	
Lodging	50% of actual cost, Max \$1,000	50% of actual cost, Max \$1,000	50% of actual cost, Max \$1,000	50% Match	
<b>TOTAL</b>					<b>\$15,000</b>

### Key Markets:

- 70% of actual cost
- United Arab Emirates
- 60% of actual cost
- Middle East

### Target Industries:

- Agricultural Products
- Food & Kindred Products
- Wood Product Manufacturing
- Chemicals
- Plastics & Rubber Products
- Fabricated Metal Products
- Machinery
- Computer & Electronic Products
- Electrical Equipment, Appliances and Components
- Transportation Equipment
- Miscellaneous Manufactured Commodities

**REIMBURSABLE/NON-REIMBURSABLE EXPENSES:**

Specific reimbursable expenses include:

- International or domestic trade show, trade mission, US DOC/USDA matchmaker trade delegation participation fees;
- Costs associated with shipping displays, samples, catalogs, or advertising materials;
- Costs incurred at a trade show event for utilities, booth construction, or necessary modification, repairs or other reasonable expenses associated with displays;
- Costs associated with website translation into Arabic; and
- Design of international marketing media.

The undersigned agrees to only submit qualified reimbursable expenses to DED for repayment. If any expenses are improperly submitted and subsequently paid as a result of wrongdoing the undersigned will be subject to repayment penalties.

The following expenses may not be reimbursed:

- Employee salaries;
- Meals and entertainment.

Event Objectives <i>(Please rank numerically or mark N/A if not applicable. 1 being most significant)</i>	RANK
Finding initial agent/distributor/rep(s) for market(s)	
Finding replacement agent/distributor/rep(s)	
Immediate Sales	
Market Research/New Business Contacts	
Finding Joint Ventures Partner(s)	
Finding Licensee(s)	

**PART C. - SELF REPRESENTATION**

Please fill out the SBA - Small Business Administration Self Representation Form which verifies the following:

The undersigned seeks funding from a state program.

For purposes of implementing the MO STEP=UP Program, the below operationally defines the term 'eligible small business,' as an entity that:

1. Is a company with 500 employees or less;
2. Has been in business for not less than a 1-year period on the date of application for funding;
3. Is operating profitably in the US ;
4. Has demonstrated export sales potential;
5. Has a strategic plan for exporting (\*A copy of the applicant's export plan may be required to complete the application.); and
6. At least 51% of the value of the product must be derived in MO.

**PART D. - DEBARMENT CERTIFICATION**

The SBA requires all applicants of the MO STEP-UP Program to certify their eligibility by completing the [Debarment Certification at this link](#). It also requires the applicants to vet their debarment status with the State of Missouri on the Debarred Contractors List.

**PART E. - MissouriBUYS**

As a vendor using MO STEP=UP, you will be required to register your business with the Office of Administration through MissouriBUYS. The vendor registration portal is available on the MissouriBUYS website at <https://missouribuys.mo.gov>.

## PART F. - CERTIFICATION OF STATEMENT

### THE APPLICANT CERTIFIES THAT:

1. To the best of its knowledge and belief, the information contained in this application is true and correct and that supporting documentation for the claims and assertions made within this application is available to the DED for its review.
2. The applicant understands that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for participation in the **MO STEP=UP Program**.
3. **MO STEP=UP Program** funds will only be used for those activities included in the project budget, and the funds will not be used to replace funds from any other source.
4. A separate application must be received for each proposed project. The applicant understands that the application must be submitted and approved by the DED prior to the execution of all activities included in the application in order to qualify for reimbursement.
5. The applicant will send in the SBA self representation form.
6. The applicant will send in the SBA debarment form.
7. The applicant will register at the [MissouriBUYS website](#).
8. To my knowledge, there is no person who is actively engaged in the management of the Applicant who has been convicted of a felony, is currently under indictment for a felony, or is currently on parole or probation.
9. There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person who is engaged in the management of the Applicant that would have a material impact on the viability of the Applicant.
10. The Applicant is registered to do business in the State of Missouri and is found to be in good standing with the Missouri Secretary of State.
11. The Applicant is not delinquent with respect to any federal, state or local taxes or fees.
12. The Applicant has obtained or is capable of obtaining all necessary federal, state and local permits and licenses including valid passports, visas and other related international travel documents.
13. Neither the operations of the Applicant nor the receipt of State cost share funds would violate any existing agreements.
14. Certification and E-verify—By signing this application, the company is also certifying that the organization does not employ illegal aliens (undocumented workers) and that the information contained in the application is true, correct and complete.
  - a. In addition to certifying that your organization does not employ illegal aliens, all applicants must: 1) enroll in E-Verify, 2) confirm enrollment and participation in E-Verify on the Certification, and 3) provide supporting documentation.
  - b. The E-Verify Program, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment.
  - c. E-Verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and the USCIS databases to verify the employment authorization of ALL newly hired employees.
  - d. Employer participation in E-Verify is free. Access the E-Verify website at: <https://e-verify.uscis.gov/enroll/>.

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Print Name and Title

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Signature

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Date

Please submit the application electronically, then sign this page and mail hard copy application to the address below.

**SUBMIT APPLICATION**

**Missouri International Trade & Investment Office**

301 W. High St, Ste 720, PO Box 118, Jefferson City, MO 65102 USA

Phone: 1-573-751-4855 Fax: 1-573-526-1567

Website: [www.ded.mo.gov/exports/home](http://www.ded.mo.gov/exports/home)

Email: [exports@ded.mo.gov](mailto:exports@ded.mo.gov)