



**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



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



U.S. Small Business Administration

The US Small Business Administration (SBA) would like to give eligible small business concerns the opportunity to expand your knowledge and resources of other programs that are offered by the agency. Please check the appropriate box if you would like for your company's name and contact information to be shared with other programs offered by SBA. Your choice to participate or not, will not change the status of your participation with STEP. SBA's aim is strictly to share information about other opportunities with you. YES NO

**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.

PART A. – APPLICANT INFORMATION

Office Use Only - ID #: _____

Name of Applicant Business:			
Missouri Business Charter Number (to retrieve, please visit: Business Entity SFARS):			
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: Under US \$500K US \$501K-US \$999K US \$1M-US \$10M US \$10M-US \$25M Over \$25M			

Do you currently export? Yes No			
If yes, what percent of your sales are through export? 0-15% 16-50% 51-75% 76-100%			
Is an export ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please see list of Qualifying NAICS codes and descriptions attached.		NAICS: _____ NAICS: _____ NAICS: _____	
How did you hear about our office/services?			
Type of Ownership (check one): S Corporation C Corporation Limited Liability Corporation Limited Liability Partnership Sole Proprietorship Partnership Cooperative Association Other (please specify)	Ethnicity of majority owner: Asian Black or African American Hispanic or Latino American Indian / Native Alaskan Native Hawaiian / Other Pacific Islander White Two or more races Other	Sex of majority owner: Male Female	Veteran Owned Business? Yes No

PART B. – INTERNATIONAL MARKETING ACTIVITIES & BUDGET

Type of Activity:		Domestic Trade Show	Foreign Market Sales Trip	USDA Matchmaker Service
		Foreign Trade Show	DED Matchmaker Service	
		Foreign Trade Mission	USDOC Matchmaker Service	
Activity Name:				
City and Country Location(s):			Date(s) of activity:	
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.

COST TO BE REIMBURSED					
Activity/Expense Category	Trade Show	Trade Mission/ FMS Trip	DED/MDA/ USDOC/ USDA Matchmaker	Company Match Required	Maximum Funding Per Company, Annually
Shipping Registration/ Participation Fee/Booth Construction	50% of actual cost +10% for Target Industry in a General Market OR +20% for Target Industry in a Key Market. Max \$5000	50% of actual cost +10% for Target Industry in a General Market OR +20% for Target Industry in a Key Market. Max \$4000	50% Match		
Market Media	50% of actual cost, Max \$3,000	50% of actual cost, Max \$3,000	50% Match		
Website Translation	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	
TOTAL					\$15,000.00

Key Markets:

Canada
China
Europe
India
Israel
Japan
Korea
Mexico
Taiwan
United Arab Emirates

Qualifying NAICS:

111	112	115	311
312	313	314	315
316	321	322	323
324	325	326	327
331	332	333	334
335	336	337	339
511	424	541	

*Please see guidelines

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; and
- Design of 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;
- See STEP Guidelines for additional non-reimbursable expenses.

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 Certificate. It also requires the applicants to vet their debarment status with the State of Missouri on the Debarred Contractors List.

<https://oa.mo.gov/facilities/project-management/debarred-contractors>

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 <https://missouribuys.mo.gov/>.
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/>.

Print Name and Title

Signature

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

Email: exports@ded.mo.gov