



STEP – International Market Access Grant Fact Sheet



Purpose	<ul style="list-style-type: none"> • Increase the number of small businesses exporting in Idaho • Increase the value of exports for small businesses that currently export
Eligible Applicants	<ul style="list-style-type: none"> • Businesses meets small business size regulations <ul style="list-style-type: none"> ◦ http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title13/13cfr121_main_02.tpl • Has been in business for not less than the 1-year period ending on the date on which assistance is provided under a STEP grant • Operates a licensed business in Idaho to process, assemble, and/or distribute a product or provide an exportable service • Is operating profitably, based on operations in the United States • Understands the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping • Has a strategic plan for exporting • Is not debarred, suspended, proposed for disbarment, and declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency
Eligible Program Uses	<ul style="list-style-type: none"> • Foreign or Governor's Trade Mission • Reverse Trade Missions • Foreign Sales Mission • International Trade Show • Registration of Gold Key status and subscription services with U.S. Department of Commerce • Website Translation to a foreign language
Eligible Expenses	<ul style="list-style-type: none"> • Lodging (based on GSA/Department of State per diem rates) • Airfare (consistent with Fly America Act guidelines) and baggage • Trade mission fees • Translation/Interpreter Fees • Registration fees and booth space for trade shows, and freight charge for shipment of display and/or products to exhibition venue. • Ground transportation fees • Shipping fees for sample products (only up to 25% of total product shipping cost may be claimed) • Currency exchange fees • Other associated travel expenses (e.g. cell phone rental, internet etc.)
Ineligible Expenses	<ul style="list-style-type: none"> • Compensation, wages or salary of an employee of the Idaho company • Meals, beverages • Tips for wait staff, drivers, bell hops, etc. • Capital goods, product samples and supplies • Costs of product research and development • Passport or Visa fees, immunizations
Deadlines	<ul style="list-style-type: none"> • Open application • Applicants must submit application at least 45 days in advance of project start date • Funds for proposed project must be used no later than September 29th, 2015
Grant Conditions	<ul style="list-style-type: none"> • \$3,900 total per year, may be split into different projects • 35% cash match required (For every \$1.00 you spend you will be reimbursed \$0.65, to a maximum of \$3900) <ul style="list-style-type: none"> ◦ If allowable expenses are \$1,000 you will be reimbursed \$650 ($\\$1,000 \times 65\% = \\$650$) ◦ If allowable expenses are \$2,500 you will be reimbursed \$1,625 ($\\$2,500 \times 65\% = \\$1,625$) ◦ If allowable expenses are \$6,000 you will be reimbursed \$3,900 ($\\$6,000 \times 65\% = \\$3,900$)
Decision Making	<ul style="list-style-type: none"> • Applications reviewed and scored by committee; competitive minimum score is 70
Contact	<ul style="list-style-type: none"> • Tina Salisbury 208-287-3164 at Tina.Salisbury@commerce.idaho.gov (Idaho Department of Commerce) • Amanda Gibson 208-332-8538 Amanda.Gibson@agri.idaho.gov (Idaho State Department of Agriculture)

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