

**Vermont State Trade Expansion Program (STEP)**  
Financial Assistance for International Export Activities  
**PART A: REIMBURSEMENT GRANT APPLICATION**

The **State Trade Expansion Program (STEP)** grant has been awarded to Vermont by the U.S. Small Business Administration (SBA) to support Vermont businesses to increase their export trade. The Vermont STEP focus is on relationship development and export planning—helping businesses diversify to include international markets.

Eligible businesses may apply to receive reimbursements for approved expenses by filling out this form, PART A: Reimbursement Grant Application, and submitting all supporting documents prior to the date of the activity:

- SBA Self-Representation as an Eligible Small Business Concern form (attached);
- Current W-9 signed within the last six (6) months;
- Certificate of Insurance (COI) certifying a minimum of \$1,000,000 in commercial general liability, \$500,000 in automobile liability, workers compensation in compliance with Vermont state laws, and indicating State of Vermont as the certificate holder.

A second form is required upon completion of reimbursable activities, PART B: Data Collection Instrument, along with scanned copies of paid invoices/receipts and an itemized worksheet indicating costs in U.S. Dollars at the time expenses were incurred.

**Applicant Information:**

1. Business Name:
2. Business Mailing Address:
3. Principal Place of Business (if different):
4. Business Website:
5. Federal ID: UEI #:
6. UEI Registered Name:
7. Fiscal Year End Month:
8. Applicant Contact Person:  
Title:  
Email:  
Phone:
9. Provide a brief, non-technical description of the products or services offered and their application(s).
10. Does your business have prior experience with similar State grant programs? Yes No  
If yes, which ones?
11. Is your business receiving Federal grants of \$750,000 or more? Yes No  
If yes, which ones?



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

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12. What kind of accounting system does your business use?

Automated      Manual      Combination

13. Does your business have an accounting system that will allow for complete and accurate tracking of receipts and disbursements of the funds related to this grant? Yes      No

14. Does your business have a system in place that will account for 100% of each employee's time associated to this grant? Yes      No

**Eligibility Criteria:** *In addition to certifying the below information, applicants must meet criteria set forth by the SBA on the Self-Representation as an Eligible Small Business Concern form, which is the last page of this application packet.*

15. What is your business' current level of export experience?

New to Exporting (NTE), defined as having no export experience at all; only having "accidental or "novice" exporting experience; or having no export experience within 24 months.

Expanding Exports to New Markets (ME), defined as currently exporting to one or more markets and seeking to expand into new country market(s) or expand into a new region, a new segment, or a new product line within an existing markets.

16. Primary NAICS Code:      and Industry:

17. Is your business new to the State Trade Expansion Program (STEP)? Yes      No

18. Does your business identify with any of the following categories?

Social and Economically Disadvantaged

Rural

Women Owned

Veteran Owned

Disabled Veteran Owned

19. Export activity that will be supported by STEP funds awarded as a result of this application (choose one):

☐ Registration fees, booth space, and booth build-out at export trade shows or virtual trade shows

☐ Design of digital marketing media for international campaigns

☐ Ecommerce and website localization fees

☐ Participation in foreign market sales trip or virtual sales meetings

☐ Participation in foreign trade missions or virtual trade meetings

☐ Fees for shipping sample product

☒ \$ Participation in ExporTech or other export trade training including virtual trainings

Cost of compliance testing an existing product for entry into export market

☐ Export market research tool subscription

In-depth consultation on export compliance or strategic growth planning

Export credit insurance fees



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**Project Details:** Individual grants require a 25% cash match from the grantee, which may include eligible travel expenses for one (1) company representative. Each company may apply for four (4) grants from the above categories, up to \$20,000 per year. These grants will be available upon pre-approval and availability of funds.

20. Details of activity/event/project that will be supported by STEP funds:

Name of activity:

Date(s) of activity:

Location of activity:

Target export country or countries:

Estimated total project cost in U.S. Dollars: \$

**Proposed Budget:**

Expense Description	Cost U.S. Dollars
<b>Itemized Activity Expenses</b>	
<b>Itemized Match Expenses (may include travel expense for 1 company representative)</b>	
Subtotal of project cost	
Less 25% required match	
Total reimbursement requested (75% of project cost up to capped amount for the activity)	

Would you like to receive additional information from the SBA about additional export assistance services? Yes No

I hereby certify that all the information provided in this document and all accompanying documents are true and complete.

Signature

Printed Name

Title

Date

**Please email this form, the form below and all supporting documents to:**

daegan.goodman@vermont.gov

Daegan Goodman | State Trade Expansion Program Manager

Vermont Department of Economic Development



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U.S. Small Business  
Administration

## SELF-REPRESENTATION AS AN 'ELIGIBLE SMALL BUSINESS CONCERN'

The undersigned seeks services from a State grant recipient under the Trade Facilitation and Trade Enforcement Act of 2015 (HR 644) which authorized the State Trade Expansion Program (STEP).

Section 503 of the Trade Facilitation and Trade Enforcement Act of 2015 defines the term 'eligible small business concern,' as a business concern that:

1. Is organized or incorporated in the United States;
2. Is operating in the United States,
3. Meets
  - a. The applicable industry-based small business size standard established under section 3 of the Small Business Act; or
  - b. The alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan programs under title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 et seq.);

The U.S. Small Business Administration (SBA) size standards are found at 13 C.F.R. Part 121. Use the following sba.gov link for information on size standards for your business

(<https://www.sba.gov/category/navigation-structure/contracting/contracting-officials/small-business-size-standards>)

4. Has been in business for not less than 1 year, as of the date on which assistance using a grant under this subsection commences; and
5. Has access to sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers.

The undersigned certifies that this 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.

Submitting false information in order to obtain services from a STEP grant recipient is a violation of Federal law. If you submit false information the Government may seek criminal, civil, and/or administrative remedies against you, pursuant to 18 U.S.C. §§ 1001, 1040; and 31 U.S.C. §§ 3729-3733. The Government may elect to exclude you from further participation in certain Federal programs and contracts if you submit false information in connection with receiving services from a STEP grant recipient.

**I hereby certify that the business I represent is seeking services from a STEP grant recipient and is an eligible small business concern,\* pursuant to the above definition.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME