

STEP Global NY Exports Application Form

This application and associated forms must be completed in their entirety to be considered eligible. Incomplete applications will be disqualified. You will be notified whether or not your company qualifies to receive a STEP Global NY Exports grant, upon completion of the evaluation of your application.

1. COMPANY AND CONTACT INFORMATION:

Company Name:	
Address (include Street, City, State, Zip Code):	
Contact Person:	Title:
Telephone #:	E-Mail:
Secondary Contact Person:	Title:
Telephone #:	E-Mail:
Website:	Fax #:

2. COMPANY DESCRIPTION:

Company Activity (check all that apply)

Manufacturer
 Distributor
 Service Company
 Franchisor
 Other: (specify)

Industries (check all that apply)

<input type="checkbox"/> Aerospace, Aviation & Defense	<input type="checkbox"/> Clean Technology, Recycling & Renewable Energy
<input type="checkbox"/> Advanced Materials & Chemicals	<input type="checkbox"/> Jewelry Manufacturing
<input type="checkbox"/> Agriculture & Processed Foods	<input type="checkbox"/> Products and Service Technologies
<input type="checkbox"/> Beer, Wine & Spirits	<input type="checkbox"/> Software / IT & Communications
<input type="checkbox"/> Biotech, Medical Device & Life Sciences	<input type="checkbox"/> Nanoelectronics / Nanotechnology
	<input type="checkbox"/> Other: (specify)

Provide a brief company description.

Primary NAICS Code (If known):	Year business established:	Employees in New York State:
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Company Annual Sales:	Business Facility Area Size (Square feet):
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Annual Exports: Not Exporting/New to Exports
 Currently export percentage of annual sales:

Do any of the following apply to your business? (check all that apply)

Minority-owned business Veteran-owned business
 Rural business Woman-owned business

Is your business M/WBE certified in New York State? Yes No

3. PRODUCT / SERVICE INFORMATION:

Describe the product/service(s) you seek to promote including its comparative advantages and unique selling proposition.

Who are your major competitors at home and abroad?

How is your product /services typically distributed and marketed in the United States (and in other countries if applicable)? And are there any special licenses or registration required in the United States?

Does your product consist of at least 51% New York State content? Yes No
Provide information about where these products are made (New York, USA, overseas, etc...) and who produces them.

Has your product /service been certified to meet domestic or international standards? If so, please indicate.

What domestic and international trade shows are the most relevant to your firm?

Do you actively attend/exhibit at them? Yes No

Are you currently represented in a foreign country? If yes, which country? How are you represented? (e.g., agent, distributor, sales office, etc...)

Are you currently working with ESD or a U.S. Commercial Service Office? Yes No
If yes, please identify the city and Trade Specialist:

4. SELECTION OF TRADE EVENT OR OTHER TRADE PROMOTIONAL ACTIVITY:

Please check the STEP Global NY Exports Trade Event or other Trade Promotional Activity listed below that you are interested in participating and for which you are requesting funding assistance. Businesses may apply for only **ONE** STEP Global NY Exports program at a time and may then reapply for a different event or activity after demonstrating successful completion of the elected activity or event and satisfying all reporting requirements. There is a maximum limit of three different types of event or activity awards per small business, provided that program funds are available and the number of individuals for whom expenses may be reimbursed is limited to one per application.

Trade Event (Missions): In collaboration with the Council of Great Lakes Governors (CGLG), businesses from New York will participate in the following trade missions:

Mexico Trade Mission, March 1-7, 2015 - The Council is leading a multi-sector trade mission to Mexico from March 1-7, 2015. The goal of this mission is to assist small- to medium-sized companies from the Great Lakes region export products and services to this exciting market. A printable flyer for the mission including costs, key sectors and itinerary can be found [here](#).

Evaluation Process & Funding: ESD staff will review all applications and make a determination regarding the applicant's eligibility and recommend grant award amounts within 30 days of receipt of the application. The STEP Global NY Exports grant is awarded in the form of a reimbursement. Qualified reimbursable costs/expenses for activity events include: travel and lodging, the actual cost of travel must be on a U.S. Flag Carrier (pursuant to the Fly America Act provisions), plus applicable hotel tax and service charges that apply and cannot exceed the maximum allowed under the federal per diem rates as established by the U.S. Department of State (for more information please visit: http://aoprals.state.gov/web920/per_diem.asp), Gold Key Services, website or marketing materials translation services, trade mission/show registration and booth fees.

5. ADDITIONAL INFORMATION FOR SELECTION OF TRADE EVENT PARTICIPATION:

You are not required to complete this section if you have applied above for participation in international trade training workshops. For applicants that will participate in events that include international travel and lodging, please respond to the following items.

If international travel is involved, please name traveler here:

What date will you leave New York State?

What is city and country of the destination?

What date will you leave the location of the trade event?

Has your company undertaken this event/activity in the past? Yes No

What type of business contacts are you seeking?

Distributor / Wholesaler Joint Venture Partner or Licensee

Agent / Sales Representative Franchisee Other (please specify):

Note: If changes occur to your planned arrangements, failure to provide adequate notice to ESD officials of the changes may void any awarded funds.

6. FEDERAL FORMS AND REPORTING:

Required Federal Forms
 In order to be considered to receive a STEP Global NY Exports Program grant, you are required to complete the following forms from the SBA. Please download each form at the link provided and fill it out completely. Once you have completed and signed the forms, please scan them and email them along with this completed application form to globalny@esd.ny.gov.

- 1) [Self-Representation as an Eligible Small Business Concern](#) ; and
- 2) [Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions](#)

Export Questionnaire - The applicant may be asked to complete this nine-question questionnaire highlights characteristics common to successful exporters. Once you complete the questionnaire, you will receive a score between 0 - 100, which will help you assess your export readiness, as well as identify areas where you can strengthen and improve your business export activities. Select this link, [Export Questionnaire](#), to begin the questionnaire. Once you complete the questionnaire, please print your results, scan them, and email to ESD upon request.

Post-Trade Event Required Metrics and Report

Each grant is made possible in most part through a federal grant award from the SBA. The federal grant requires New York State to report all sales and job creation activity directly derived as a result of your participation in the trade event or trade promotion activity program. You will need to complete and submit after completing your trade event the Program Impact Report that is available to be downloaded @ http://esd.ny.gov/International/Data/09302014_STEPGlobalNYExportProgram_ImpactReportForm.pdf

By signing below, you agree to adhere to all federal and New York State grant requirements, and to provide sales and job creation statistics directly derived as a result of your participation in the trade event as required by the STEP Global NY Exports Program.

7. CERTIFICATION: Information Disclosure Verification

The undersigned: certifies that all of the information contained in this application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief; acknowledges that the State of New York or its agencies and political subdivisions may in its discretion, by means which it chooses, verify the truth and accuracy of all statements made herein; and acknowledges that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

The undersigned agrees to submit with this application the SBA Self Certification and Debarment forms that are available as download documents below. The undersigned also agrees to complete the Program Impact Report in the form attached that is described separately.

Signature of Authorized Company Official	Date:
Print Name:	Print Title:

Applications **must** be received by **email or mail**. The signed final page may be submitted separately if necessary (either scan and email or postal mail). If you have any questions on how to complete the application, please contact the International Division at Empire State Development at (212) 803-2300 or email @ globalny@esd.ny.gov. Mail the original completed and signed forms to:

International Division
 Empire State Development
 633 Third Avenue, 36 Floor
 New York, NY 10017

 Attn: STEP Global NY Exports