

# Market Access Grant Application



**global**  
Delaware

## WHAT IS THE MARKET ACCESS GRANT?

Global Delaware offers eligible Delaware businesses a grant to assist in expanding your export business. The grant can reimburse Delaware businesses up to 50% of all pre-approved, eligible, export marketing expenses up to a **maximum of \$5,000 per fiscal year per company. Delaware companies may receive funding up to a maximum of three times per country market, in a five-year period.**

## ELIGIBLE EXPENSES

All submitted expenses must be pre-approved in your funding application by the Delaware Department of State. Export marketing expenses that are eligible include, but are not limited to:

- Round-trip coach class travel: air fare, international train, car rental abroad. Should business class travel be chosen, the Department of State will reimburse up to 50% of the cost of a coach class ticket, in accordance with federal guidelines.
- Hotel (room and tax).
- Trade Show Booths (those not already being subsidized by the State of DE).
- International Marketing Material including: translation, printing (Please note that company must clearly be featured as a DE business with Product Made in USA on all marketing material).
- Interpreters (if needed), when overseas.

## WHAT COMPANIES ARE ELIGIBLE?

- Business must have operations in Delaware. Those companies incorporated in Delaware without operations here, are not eligible for Market Access Grants under this state.
- Applicant must be a legal US resident.
- Product must be Made in the USA - 51% US content.
- Companies must meet SBA size standards for eligibility.  
[https://www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf)
- Companies must be in business for no less than a 1 year period ending on the date on which assistance is provided under the STEP grant.
- Company must be operating profitably, based on operations in the United States.
- Demonstrated understanding of the costs associated with exporting and doing business with foreign producers, including costs of freight forwarding, customs brokers, packing and shipping.
- Have in effect a strategic export plan.
- Accounting, Legal, and Technical Service Firms may be eligible provided they have international clientele, and can prove the intent to expand their business of exporting professional services.



Trade Missions funded in part through a Cooperative Agreement with the U.S. Small Business Administration.

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## APPLICATION PROCEDURE

- Please complete the Market Access Grant Application and submit via email to [global@delaware.gov](mailto:global@delaware.gov).
- All applicants meeting initial criteria will be interviewed by the Department of State.
- Your application will be reviewed and, if approved, you will receive notification via e-mail of your approval status effective date and award amount within two weeks. **Please do not spend any funds that you are seeking reimbursement for, prior to Department of State approval. Grants cannot be retroactive.**

## REIMBURSEMENT PROCEDURE

The following documents must be submitted to the Department of State for reimbursement:

- Receipt, translated in English, for all expenses incurred. The expense should be in US dollars using the currency conversion rate at the time of travel.
- If reimbursement is sought for marketing materials, provide copy of the materials. All promotional material receiving funding must clearly state that "Product of the USA".
- Boarding Passes – in the event of air or train travel, original boarding passes must be submitted.
- In the event that the applicant is seeking reimbursement for business class travel, submit document stating what the corresponding coach fare would have been during your dates of travel. Acceptable documents include a letter from a travel agent or a printout of the fare and schedule online.
- Proof of Payment. Acceptable proof of payment is a credit card receipt, or copy of the payment being paid from your bank account. No personal information is needed from your bank account. The Department of State simply needs to see that the payment was made to the vendor. Alternatively, a copy of a cancelled check, front and back, is acceptable. If submitting a credit card receipt, a copy of proof of payment for that credit card is also necessary.

## EVALUATION

Companies will be contacted by the Department of State to learn of the success achieved via this grant. Companies receiving the grant agree to provide the state with confidential information such as; number of leads received or sales achieved as a result of the respective trade activity in which funding was granted.

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## APPLICATION

*Download the application before filling out to ensure all changes will be saved.*

Today's Date

Company Name

Address

Address Line 2

City

State

Zip Code

Website

## Contact Information

*Please include primary and secondary (if applicable) contact information here.*

Primary Contact

First Name

Last Name

Title

Direct Phone

E-Mail

Secondary Contact

First Name

Last Name

Title

Direct Phone

E-Mail

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## Company Information (Information will be kept confidential)

Describe your Product/Service

Describe your Markets/Customers

No. of Employees

Annual Sales

Export Sales

Export Sales Goal for Next Year

Percentage of Total Sales from Export

Years of Export Experience

Have you had inquiries about potential international sales?

Yes

No

To which countries do you currently export?

Do you have a country or region of interest for growth or expansion?

What do you see as your company's key challenges to exporting/international sales?

What are your company's overall 3 key export challenges, in order of priority?

What are your export goals for your company?

Do you currently have an export plan?

Yes

No

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Please indicate the Department of State initiative in which you are interested in applying for funds. Please check all that apply.

Canada Trade Mission, February 29 - March 4, 2016

Mexico Trade Mission, April 17 - 22, 2016

Germany Trade Mission, May 2 - 6, 2016

South Korea Trade Mission June 13 - 17, 2016

Canada Trade Mission, September 12 - 16, 2016

Independent Export Initiative (please explain below)

If you are applying for another export initiative that you wish to conduct on your own, please describe below. If applying for a trade show or business trip, please indicate the dates.

Please advise what eligible expenses you would like to use these STEP funds for and list the total amount requested.

I certify that I am in compliance with the eligibility criteria for the Market Access Grant and all my responses are true and correct.

Signature \_\_\_\_\_

Title

Date



**U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416**

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

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