



NYS STEP Grant Program 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 NYS STEP 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"/> High-Tech Electronics, Software / IT & Communications
<input type="checkbox"/> Biotech, Medical Devices & 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:
Company Annual Sales:		Business Facility Area Size (Square feet):
Annual Exports: <input type="checkbox"/> Not Exporting/New to Exports		
<input type="checkbox"/> Currently export and percentage of annual sales %:		
Do any of the following apply to your business? (check all that apply)		
<input type="checkbox"/> Minority-owned business	<input type="checkbox"/> Veteran-owned business	
<input type="checkbox"/> Rural business	<input type="checkbox"/> Woman-owned business	
Is your business M/WBE certified in New York State? <input type="checkbox"/> Yes <input type="checkbox"/> 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 are your products /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 NYS STEP Grant Program 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** NYS STEP Grant Program at a time and may then reapply after demonstrating successful completion of the elected activity or event and satisfying all reporting requirements. There is a maximum limit of three 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. The NYS STEP Grant Program does not allow for reimbursement of retroactive trade activities that have already have been completed.

Programmed Trade Shows / Missions:

- Cyber Tech International Conference & Exhibition, Israel Trade Fairs & Convention Center, Tel Aviv, Israel January 26-27, 2016** – A leading business event that witnesses the presence of business and marketing solutions, cyber products and services, cyber technological products and other related products and services. The conference throws open networking and sponsorship opportunities and is known widely for gathering leading industry professionals under one roof.



Hannover Messe 2016, Hannover, Germany, April 25-29, 2016 - The world's leading Trade Fair for industrial Technology. The exhibitors will showcase new products along the entire industrial value chain. The world's leading show for industrial technology highlights innovations and groundbreaking solutions in all the core sectors - i.e. industrial automation and IT, energy and environmental technology, industrial supply, production engineering and services, as well as research and development.

China Import Expo (CIE), Kunshan, China, May 19-21, 2015 Kunshan, China - This event will provide an opportunity to review world-class exhibits, foresee the industry trend and know about China's import market. It is a great chance to enter the Chinese market. CIE, As the only professional import expo in China, CIE adheres to the theme of "openness and cooperation, transformation and upgrading", and carries out exhibition and activities centering on the advanced technology, key equipment and emerging industries with strategic importance.

Toronto, Canada Trade Show / Trade Mission, August – September 2016 (Exact dates and program to be determined) – The goal of the trade show / trade mission is to assist small- to medium-sized companies export products and services to this exciting market.

OTHER TRADE PROMOTION ACTIVITIES:

Participation in Foreign Sales Trip – Enables eligible small businesses to participate in foreign market sales trips.

Meetings & Appointments with:

City, Country (Location):

Travel & Meeting Date(s): From _____ to _____ Please enter dates as mm/dd/201y

Estimate of Travel & Lodging Expense (\$):

Participation in Gold Key Matching Services - Subscription to certain services by the U.S. Department of Commerce – Access [Gold Key Matching Services](#), run through the International Trade Administration's [U.S. Commercial Service](#).

Development of international marketing campaign(s) and/or foreign translation(s) services of e-commerce portal - Development of international marketing materials and/or foreign translation of company websites for export. **Estimated cost(\$):** _____ **Please enclose a copy of the price quote(s) for this project.**

Participation in international trade training workshops - Attend seminars or engage in other training activities for company personnel to enhance skills and abilities to export products/services.

Name of Sponsoring Organization:

Location:

Title of Course/Program:

Training/Workshop Date(s):

Registration Fee (\$):

Participation in Global Trade Exhibits: Exhibit at an international trade show. Grants will be allocated on a reimbursement basis, subject to applicants' meeting NYS STEP Grant Program guidelines and other selection criteria.

Name of Trade Exhibit:

City, Country (Location):

Exhibit Date(s): From _____ to _____ Please enter dates as mm/dd/201y

Exhibit & Registration Fee (\$)

Projected Total Expense (including travel costs)(\$):

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 NYS STEP Grant Program 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 NYS STEP 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 [here](#).

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 NYS STEP Grant 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 Global NY at Empire State Development at (212) 803-2300 or email @ globalny@esd.ny.gov. Mail the original completed and signed forms to:

Global NY
Empire State Development
633 Third Avenue, 36 Floor
New York, NY 10017
Attn: NYS STEP Grant Program