

**Vermont State Trade Expansion Program (STEP)**  
**Financial Assistance for International Export Activities**  
**PART B: DATA COLLECTION INSTRUMENT**

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.

Businesses may submit the Data Collection Instrument and applicable receipts for reimbursement upon completion of pre-approved activities. Prior to submitting these, please be sure you have already submitted the following application documents, which determine eligibility:

- PART A: Reimbursement Grant Application;
- SBA Self-Representation as an Eligible Small Business Concern form;
- 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.

**Applicant Information:**

1. Business Name:
2. Business Mailing Address:
3. Principal Place of Business(if different):
4. Business Website:
5. Applicant Contact Person:  
Name:  
  
Title:  
Email:  
Phone:

**Reimbursable Activity:**

6. Details of activity/event/project that will be supported by STEP funds:  
Name of activity:  
Date(s) of activity:  
Location:  
Export market(s) (countries):



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7. Export activity that will be supported by STEP funds as a result of this application (choose one):
- Registration fees, booth space, and booth build-out at export trade shows (Up to \$5,000 per application);
  - Development of export trade show exhibits (Up to \$5,000 per application);
  - Design of export market-specific marketing materials or campaigns including design and translation of brochures and targeted advertising in industry-appropriate media, does not include printing (Up to \$5,000 per application);
  - Fees for shipping sample product (Up to \$2,000 per award cycle);
  - Participation in ExporTech or export trade training (Up to \$6,000 per award cycle);
  - Participation in foreign market sales trip (Up to \$5,000 per application);
  - Participation in foreign trade mission (Up to \$5,000 per application);
  - Cost of compliance testing an existing product for entry into export market (Up to \$2,000 per award cycle);
  - Export market research tool subscription (Up to \$1,000 per award cycle);
  - Localization of websites for target export markets including website translation, technical localization and search engine optimization (SEO) for export markets (Up to \$3,000 per award cycle)

**Project Details:**

8. Please describe the activity you are requesting funding for:  
9. Date of completion:  
10. How will the project increase export sales?  
11. Did the project result in any serious business leads?  
 Yes     No    Please describe:

**Projected Sales:**

12. Estimate the dollar value of potential sales that may result within the next 12-18 months from this export activity: \$  
13. Actual minimum export sales resulted from this activity to date: \$  
14. Does your business expect to add jobs due to an increase in exports in the next 1-2 years?  
 Yes     No    If yes, how many jobs to you expect to add:  
15. Do you anticipate requesting additional STEP funding?  
 Yes     No    If yes, indicate for which type of activity:

**Project Costs:**

*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 three (3) grants from the above categories, up to \$15,000 per federal award cycle. These grants will be available upon pre-approval and availability of funds.*

Total project cost: \$

Total reimbursement requested (maximum 75% of total): \$



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Please list project expenses using the itemized worksheet below, indicating all costs in U.S. Dollars at the time the cost was incurred, and attach all receipts. If you need additional space, please submit additional spreadsheets as necessary.

Receipt Date	Expense Description	Cost US Dollars	Cost Foreign	Foreign Currency
<b>Itemized Activity Expenses</b>				
December 15, 2018	Booth Cost	\$3,900.00		
December 20, 2018	Booth Graphics and Banners	\$301.35	\$402.41	CAD
<b>Itemized Match Expenses (including travel expense for up to one company representative)</b>				
January 1, 2019	Airfare - Delta Airlines	\$901.93	\$1,199.30	CAD
January 3, 2019	Hotel - Holiday Express	\$8.68	\$8.40	CHF
	Subtotal of project cost	\$5,111.96		
	Less 25% required match	\$1,277.99		
	Total reimbursement requested (75% of project cost up to capped amount for the activity type)	\$3,833.97		

Receipt Date	Expense Description	Cost US Dollars	Cost Foreign	Foreign Currency
<b>Itemized Activity Expenses</b>				
<b>Itemized Match Expenses (including travel expense for up to one 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 type)			

**Don't forget to attach all receipts.**



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Please provide feedback about participating in STEP and its impact on your business.

We encourage you to share photos or screenshots related to your STEP activities. The SBA and State of Vermont may include quote and/or photos in press releases, annual reports and other marketing purposes. Please email photos to [hilary.delross@vermont.gov](mailto:hilary.delross@vermont.gov).

Do you have photos to share with the Department of Economic Development for these purposes?  Yes  No

Having successfully completed the project detailed in this report, I certify that I am authorized to make this request and that all information provided with this request is complete and accurate to the best of my knowledge. I agree to provide actual sales results from this event upon request going forward in the form of updated Data Collection Instruments. I have permission to share the above quotes and photos to be used for reporting and marketing purposes by the SBA and State of Vermont.

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Signature

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Printed Name

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Title

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Date

Additional Notes:

Please return this form and all supporting documents to:

Hilary DelRoss, State Trade Expansion Program Manager  
Vermont Department of Economic Development  
One National Life Dr., Davis Bldg., 6th Floor, Montpelier, VT 05620-0501  
[hilary.delross@vermont.gov](mailto:hilary.delross@vermont.gov)



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