

SOUTH DAKOTA STEP GRANT PROGRAM GUIDELINES



The STEP Grant's purpose is to increase the total number of South Dakota small business exporters and increase export sales. STEP is funded in part through a cooperative agreement with the U.S. Small Business Administration.

Travel Requirements

Must be completed by September 29 2017.

Program Requirements

Small businesses must meet the following requirements in order to qualify for the program:

Qualify as a "small business" under SBA size standards - <https://www.sba.gov/tools/size-standards-tool>

Funding Opportunities

STEP will provide funding that will cover up to 75% of a small business's expenses:

- » Attend or Exhibit at a Foreign Trade Show / Trip - Maximum reimbursement @ \$4,000
- » Exhibit at a Domestic Trade Show with significant foreign buyer presence – Maximum reimbursement @ \$4,000
- » Foreign Language Translation– Maximum reimbursement @ \$2,500
- » US Commercial Service Subscription – Maximum reimbursement @ \$500

NOTE: Small businesses can utilize multiple services during the 2017 federal fiscal year (September 30, 2016 – September 29, 2017). A maximum of \$10,000 can be awarded during the 2017 fiscal year.

Application Process

1. Small business complete the following 30 days prior to a trip or event:

- » STEP Company Application
- » Self-Representation Form
- » Success & Certification Agreement
- » Foreign Language Translation Application / Trade Trip Application / US Commercial Service Application

2. Application will be reviewed to insure that it meets program requirements.

3. If approved, a letter of agreement will be issued.

Documentation and Reimbursement

Companies will be reimbursed upon completion of the STEP activity. All reimbursement requests must be submitted within 45 days from the completion of the STEP activity.

- » Company Name / Point of Contact
- » Receipts of all eligible expenses
- » Performance Goals
- » Basic Sales Results

Reimbursements will be processed within 30 days after submission.

Reporting Process

Companies will be responsible with completing a quarterly report for 2 years following the STEP funding. These reports are extremely straightforward (¼ page form).

More Information:



For more information on the STEP Grant program in South Dakota, contact Jeff Haverly at 605-716-0013 or jeff.haverly@sdreadytowork.com