



**State Trade Expansion Program**

**Export Voucher Application**

Administered by the Washington State Department of Commerce

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration

Applicants are **required** to read the [program guidelines](http://www.exportwashington.com/Documents/Export-Voucher-Guidelines_Current_March_2016.docx) prior to completing the application.

|  |  |  |
| --- | --- | --- |
| **Company Information** | | |
| Company Name: | | |
| Full Mailing Address, including city and ZIP code: | | |
| Contact Person: | Title: | |
| Phone: | Email: | |
| Secondary Contact Person: | Email: | |
| Website: | Fax: | |
| Principal Business of Applicant: | | |
| Federal ID/Tax ID: | UBI Number: | State of Incorporation: |
| How long have you been a registered business? | Are you registered to do business in WA State? | |
| DUNS Number: | Statewide Vendor Number: | |

|  |  |
| --- | --- |
| **Declaration by Applicant** | |
| An Authorized Officer of the Company should complete this declaration to certify the company is, and will remain, in compliance with the terms and conditions of the Export Voucher program. | Insert YES or NO  as Appropriate |
| The Company meets U.S. Small Business Administration small business size standard criteria1 |  |
| The Company will use the Export Voucher for eligible activities only2 |  |
| The Company has been in business for at least the 1-year period ending on the date on which the Export Voucher is used |  |
| The Company is organized or incorporated in the U.S. |  |
| The Company is operating in the U.S. |  |
| The Company has access to sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers. |  |
| The Company confirms that it has not received, or received approval for, another Export Voucher for the program year October 1, 2016 to September 30, 2017 |  |
| The Company confirms it is not under suspension or debarred by a federal agency |  |
| Name of Authorized Company Officer: Enter name. | Date: |

1. SBA small business size criteria can be found at <https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf>. The size standard criteria apply to company plus all affiliates including parent or holding companies and all subsidiaries. If your company has affiliates, you must consider the size of all affiliates together when determining whether you meet SBA size standards.
2. Eligible Export Voucher uses as indicated in the [Program Guidelines](http://www.exportwashington.com/Documents/Export-Voucher-Guidelines_Current_March_2016.docx), unless preapproved by the WA State Department of Commerce.

| **Principal Export Voucher Use** | | | |  |
| --- | --- | --- | --- | --- |
| For a list of **eligible** export voucher uses, see the [**program guidelines**](http://www.exportwashington.com/Documents/Export-Voucher-Guidelines_Current_March_2016.docx). | | | | |
| Export Voucher Use  (eg. Farnborough Airshow, Gold Key) | Program  Dates | Destination Country or Countries | Export Voucher Amount Requested (max. 75% of total program cost, not to exceed $5,000) | |
| Describe your export activity | Ex: 11/14 to 11/20/2016 |  |  | |

| **Company Description (20 points)** | |
| --- | --- |
| Company Activity (double click on each box that applies and select ‘checked’)  Manufacturer  Service Company  Management Company  Distributor  Franchisor  Other: (specify) Specify company activity. | |
| Industry  (double click on each box that applies and select ‘checked’)  Aerospace   Information & Communication Technology  Advanced Materials  Life Sciences  Clean Technology  Other: (specify) Specify industry association. | |
| Do any of the following apply to your business?  (double click on each box that applies and select ‘checked’)  Minority-owned business  Veteran-owned business  Rural business  Woman-owned business  Native American-owned business | |
| Provide a **brief**, non-technical description of the company’s products, services or applications. | |
| Which of these products, services or applications do you export, or are considering exporting? | |
| Provide information about where these products are made (WA, USA, overseas, etc) and who produces them. Please provide details about the value added in the USA. | |
| Does your company currently export? | If yes, for how long has it exported? |
| Is the company affiliated? (eg. has a parent company, subsidiary company, etc) | If the company is affiliated, list all affiliated companies here: |
| Total annual sales (2016 approx.): | Annual export sales (2016 approx.): |
| Employees in Washington State: | Total employees worldwide: |
| Are you currently represented in a foreign country? If yes, which country? How are you represented? (eg. agent, distributor, sales office, etc.) | |
| Briefly describe the international experience of the individual responsible for implementing this program: tenure in specific industries, international marketing, financing, logistics, etc., as well as the dollar value of any international sales s/he was responsible for. If appropriate, provide international background on other key staff as well. | |
| Have you received any export counseling assistance from other Washington State, federal or nonprofit export promotion programs? This may include programs offered by the Western United States Agricultural Trade Association (WUSATA), Washington State Department of Agriculture, U.S. Commercial Service or other similar organizations. Please describe. *Companies participating in other approved export promotion programs may be given preference in the Export Voucher program.* | |
| Are you eligible for any federal or state financial support or reimbursement programs, such as WUSATA, to offset export expenses? | |
| Have any of your current employees worked at the Washington State Department of Commerce? | |

| **Program Event/Activity Information (30 Points)** |
| --- |
| Type of event/activity. Describe what you will be doing with the Export Voucher as it relates to the event/activity. Include all supplemental activities listed in your Program Budget. |
| If international travel is involved, please name traveler(s) here: |
| 12-month sales forecast resulting from this event/activity: |
| Has your company undertaken this event/activity in the past? If yes, how will this event/activity help your company enter a new export market or promote a new product/service? |
| How will this activity help generate additional export opportunities? *As a condition of receiving an Export Voucher, you will be required to respond to Department of Commerce export success surveys.* |
| How does this activity support the company’s overall growth and export strategies? |
| What is the specific new market being targeted by this activity (new region, country, distribution channel, or a new product, etc)? |
| What research / activity did you undertake that led you to choose this event/activity? |
| Once this event/activity has been undertaken, what specific steps will be taken that take advantage of your participation? |
|  |
| **International Events Involving Overseas Travel: Trade Missions, Trade Shows, Sales Trips** |
| All international events involving overseas travel must have a defined business component that consists of a minimum of 5 individual meetings with potential customers, buyers or clients. Applicants must provide evidence of these business meetings, if requested, to receive reimbursement. Evidence includes business cards of the individuals met, a brief summary of the meeting and agreed-to next steps.  *This data must be submitted to Department of Commerce within 30 days of your return to the U.S.* |

| **Program Impact (30 Points)** |
| --- |
| What type of internal resources (new staff, financial resources, specialized training, international certification, export audit, etc) will be deployed following this effort to leverage its success? *These types of resources signify a company’s commitment to an export program.* |
| What direct or indirect economic impact in your region will result from this program? For example, impact on other companies that support your international business: freight forwarders, custom house brokers, logistics providers, banks for export financing, etc. |

| **Program Budget (20 points)** |
| --- |
| For each category where you request export voucher funds, provide details in the Program Event/Activity Information section on page 3.     |  |  |  | | --- | --- | --- | | **Expense Category** | **COLUMN A**  **Export Voucher** 1,2,3,4,5,6  List the expenses to be covered by your export voucher | **COLUMN B**  **Company Contribution**  (List the expenses your company will pay. Must be at least 25% of total expenses) | | Lodging | **Not eligible** |  | | Meals | **Not eligible** |  | | In-country transportation to/from event/activity (excludes airfare from the U.S.) | **Not eligible** |  | | Airfare5,6 (economy only), taxes |  |  | | Foreign market sales trip – other expenses, specify details Enter details. |  |  | | Trade show fees, activity registration, booth fees, equipment rental, etc. |  |  | | Trade mission fees, activity registration, etc. |  |  | | Procurement of consultancy services |  |  | | Interpreter fees |  |  | | Website translation, SEO, localization |  |  | | Services of the U.S. Commercial Service (Gold Key) |  |  | | Export training programs |  |  | | International credit reports |  |  | | International certifications |  |  | | Export compliance audits |  |  | | Design of marketing media |  |  | | Other: (explain) Enter details. |  |  | | **Subtotals** | $$  (Amount to be covered by voucher, up to max of $5,000) | $$  (Amount must be at least 25% of total estimated costs of export activity) | | **Total estimated cost of export activity (Columns A + B):** | $ Amount | |  1. Export Vouchers can cover a maximum of 75% of the total program cost, up to $5,000. High demand for Export Vouchers may result in allocations to companies at less than their requested amount. 2. Export Voucher awards will be based on funds available, number of applications received and application quality. Companies showing strong export readiness, resource and financial commitment to export activity may receive higher value Export Vouchers. 3. Limit one Export Voucher per company per program year (10/1/2016 – 9/30/2017). 4. WA State Department of Commerce decisions regarding Export Voucher values are final. 5. An Export Voucher may be used to cover participation costs (including airfare) for **only one individual**, unless the activity/event is a trade show or mission targeted by Commerce, in which case two individuals may be covered. 6. Air travel covered by an Export Voucher must be on a U.S. carrier in accordance with the Fly America Act, except to locations in the European Union, Austria and Switzerland, and when other exceptions apply. See Fly America Act statute for more information. |

|  |
| --- |
| **Other** |
| How would you rate the process of completing this application? (Easy, acceptable, challenging, difficult)   |  | | --- | |  |   What organization or individual referred you to the Export Voucher Program?   |  | | --- | |  | |
|  |
| Information Disclosure Verification |
| I certify that the information provided in this application is true and correct. I agree to abide by the Washington State Department of Commerce Export Voucher guidelines and reporting policies. I further understand that this application does not guarantee approval for an Export Voucher. This application must be completed and signed prior to any company being considered for an Export Voucher. |

| **Signature** |  |
| --- | --- |
| Signature of Authorized Company Official | Date: |
| Print Name: | Print Title: |

Applications **must** be received by **email**. The signed final page may be scanned and emailed separately if necessary. For questions or to submit a completed application, please contact:

Michele Ko

STEP Export Voucher Program Manager

WA State Department of Commerce

2001 Sixth Avenue, Suite 2600

Seattle, WA  98121

Phone:  206-256-6131

Fax: 206-256-6158



Email: [michele.ko@commerce.wa.gov](mailto:michele.ko@commerce.wa.gov)



The Export Voucher Program is funded in part through a Cooperative Agreement with the U.S. Small Business Administration