



STATE TRADE EXPANSION PROGRAM (STEP) ELIGIBLE EXPORT ACTIVITIES AND ALLOWABLE COSTS

Grant award funds may be used for specific international business development and marketing projects, activities or services.

- Grant awards are based on available funds and the qualifications of the applicants. An application submittal is no guarantee of a grant award. Reimbursements will be paid in full up to the awarded amount, unless the company does not fulfill its obligations with regard to participating in the approved program or submitting required receipts and summaries.
- The Colorado Office of Economic Development and International Trade (OEDIT) may award a qualified company with a grant award of a lesser amount than requested in the application, based on the strength of the application and number of applicants.

Activities and expenses that are eligible and may qualify include, but are not limited to, the following:

- Airfare (consistent with Fly America Act guidelines);
- Ground transportation fees;
- Baggage fees;
- Parking fees;
- Meals and lodging (based on GSA/Department of State per diem rates);
- Registration fees and booth space for trade shows;
- Trade mission fees;
- Currency exchange fees;
- Interpreter fees;
- Fees for shipping sample products (capped at \$2,000);
- Foreign business-to-business matchmaking services, including the use of the U.S. Department of Commerce's Gold Key service;
- Design of marketing media;
- Translation services for website, marketing materials, etc. (capped at \$3,000);
- Cost of compliance testing an existing product for entry into an export market (capped at \$2,000);
- Applicant export research tool subscription used to assist STEP clients with market research (capped at \$1,000).

These terms and conditions are subject to change without notice based on funding availability and changes in federal and state procedures and laws.



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