

SOUTH CAROLINA EXPORT INCENTIVES PROGRAM

The South Carolina Department of Commerce has developed an Export Incentives Program to help small and medium-sized businesses enter new markets and/or increase their exporting activities. The program reimburses eligible South Carolina companies for specific export-related expenses. Companies may only apply once a year.

ELIGIBILITY REQUIREMENTS

- » Meet the U.S. SBA's definition of a small business. (https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf).
- » In business for at least two years.
- » Currently operating at a profit.
- » Headquartered in S.C. or manufacturing in S.C. with at least 51 percent U.S. content and 25 percent S.C. content.
- » Currently have an export/market-ready product.
- » Demonstrate an understanding of the costs associated with exporting and doing business with foreign purchasers.
- » In good standing with S.C. Department of Revenue or the Internal Revenue Service and able to certify eligibility for federal grants.
- » Companies that receive funding must be willing to report export sales data.

APPLY NOW—

ELIGIBLE APPLICANTS MAY APPLY FROM OCTOBER 1 THROUGH SEPTEMBER 1

- » Activities covered include:
 - Select trade missions
 - International trade shows
 - U.S. Commercial Services' programs
 - Translation of website and marketing materials
- » The S.C. Department of Commerce will notify applicants, on a rolling basis, if they have been approved for funding and the reimbursement amount.
- » To learn more visit:
<http://scommerce.com/export-incentives>



South Carolina
Department of Commerce

Just right for business.

FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CONTACT S.C. DEPARTMENT OF COMMERCE:

ANITA PATEL | INTERNATIONAL TRADE MANAGER | APATEL@SCCOMMERCE.COM | WWW.SCCOMMERCE.COM

NORRIS THIGPEN | INTERNATIONAL TRADE ASSISTANT MANAGER | NTHIGPEN@SCCOMMERCE.COM

FUNDING IS IN PART THROUGH A COOPERATIVE AGREEMENT WITH THE U.S. SMALL BUSINESS ADMINISTRATION.



South Carolina Export Incentives Program Application Form 2016-2017

The South Carolina Department of Commerce (SCDOC) has developed an Export Incentives Program to assist small and medium sized businesses enter new markets and/or increase their exporting activities. The program reimburses eligible South Carolina companies for specific export-related expenses through the State Trade Expansion Program (STEP) or the South Carolina Opportunities for Promoting Exports (SCOPE) program. Companies may only apply once during the 2016-2017 period. **Eligible applicants may apply from October 1, 2016 through September 1, 2017.** All approved export related activity must be completed and submitted before September 29, 2017. Companies should not apply if receiving funding from other sources for the same event.

This application may be shared with the U.S. Commercial Service. Please attach any supporting materials (company marketing materials, statistics/research, copy of your export business plan, etc.) * **One application per company per grant year.** Eligible activities include: foreign trade shows, foreign trade missions, subscription services of the U.S. Commercial Service and export training. Activities completed before application approval will not be funded. Please be advised that not all applications will qualify or be approved for funding.

A. COMPANY & APPLICANT INFORMATION

Company Name:	(EIN #):
Street Address:	
City:	Zip Code:
County:	Web Site:
Primary Contact:	Title:
Contact Tel:	Contact E-mail:
Alternate Contact:	Title:
Alternate Contact E-mail:	Alternate Contact Tel:
How did you hear about this program: <i>(Please select all that apply)</i> <input type="checkbox"/> SCDOC <input type="checkbox"/> SBA <input type="checkbox"/> SBDC <input type="checkbox"/> USDOC <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Local Economic Development <input type="checkbox"/> Other (specify) _____	
Company Activity: <i>(Please select all that apply)</i> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Company <input type="checkbox"/> Distributor/Representative <input type="checkbox"/> Franchiser <input type="checkbox"/> Export Management Company <input type="checkbox"/> Other <i>(please specify)</i> : _____	
Please indicate if your business is considered a Minority Business Enterprise (MBE): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Subcontinent Asian American	Veteran Owned Business? Women Owned ≥50%? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Primary SIC/NAICS Code:
Year Established:	Corporate Headquarters in S.C.: <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of employees (FTE) in S.C.:	Number of (FTE) Employees Globally:
If your company is foreign owned, please indicate the parent company and country. <input type="checkbox"/> Yes <input type="checkbox"/> No Parent Company: _____ Country: _____	
Of total employees, how many are engaged in the exporting aspect of the business:	

Please indicate the range of your company's annual sales:

Less than \$250,000 \$250,000 to \$500,000 \$500,000 to \$1 Million \$1 to \$5 Million
 \$5 to \$10 Million \$10 to \$25 Million Over \$25 Million

Approximate percentage of export sales: 0% 1-5% 5-10% 11-25% 26-50% >50%

What is your export experience? New to Export (0 to 2 markets) Experienced Exporter (>2 markets)

Is this business an affiliate or subsidiary of another company? If yes, state name of the parent company and headquarters location.

Brief Company Description: *(please feel free to attach additional information)*

Have you requested STEP/SCOPE funding before? Yes No If yes, when was the last request?

Are you seeking or plan to seek funding from any other state or federal organization (such as SUSTA, ARC, STEP funding from another state) for the same activity? Yes No
If yes, please indicate below for what activity and how much:

B. EXPORT INFORMATION

Please explain your export goals for 2016-2017: *(please feel free to attach additional information)*

Companies must have an export plan in place in order to participate in S.C.'s export incentive program.

Do your employees have the skills/experience to support and implement the above export plan? Yes No

To what countries do you currently export?

C. PRODUCT/SERVICE INFORMATION

HS Code(s):

Does your product contain at least 51% U.S. content? Yes No

Does your product contain at least 25% S.C. content? Yes No

Products must have a content consisting of 51% or more of U.S. and at least 25% S.C. produced or manufactured parts, labor and or value-added content or any combination thereof.

Describe the product/service(s) you seek to export, including its competitive advantages and unique selling proposition. Include its applications and unique features that differentiate your product from that of the competition.

Who are your major competitors abroad?

Explain how your product is distributed and marketed in other countries (and in the U.S. if applicable)?

What type of licensing or registration does your product require in the U.S. (and in other countries if applicable)?

D. SELECTION OF TRADE ACTIVITY

As part of the STEP or SCOPE program, qualified businesses may apply for **reimbursement for ONE activity** below and then choose from the add-ons. All services/activities have set reimbursement amounts.

Package 1: Trade Missions

In collaboration with the US Commercial Service, businesses headquartered in South Carolina will be able to participate in one of the following trade missions:

- India, November 2016** - Multi-sector trade mission to multiple cities in the country.
- China and South Korea, March/April 2017** - A multi-sector trade mission to Shanghai, Wuhan, and Seoul.
- Canada, May 2017** - Multi-sector trade mission to Toronto and other cities.
- Southeast U.S.-Canadian Provinces Alliance Conference (SEUS-CP), June 2017** – Attend SEUS-Canada conference to meet members of the Canadian provinces and engage in B2B meetings.
- Chile, August 2017** - Multi-sector trade mission to Santiago and other cities.
- Tradewinds, September 2017** - Multi-sector trade mission to be determined by the US Commercial Service.
- United Kingdom, December 2017** - A multi-sector trade mission to the country.
- Mexico, TBD 2017** – Automotive sector focused trade mission to Mexico City and other locations.

Trade Missions reimbursement for 1:1 matchmaking meetings and a travel stipend for hotel and airfare.

Package 2: Trade Shows

- Paris International Airshow, Paris, France, June 19-25, 2017** - The South Carolina Department of Commerce will recruit 6 eligible small businesses to have booth space in the air show with Team South Carolina. Companies must be a manufacturer or service provider in the aerospace, aviation industry to be considered. *Reimbursement will include booth space.*
- Outdoor Retailer Summer Market, Salt Lake City, Utah, July 26-29, 2017** - The South Carolina Department of Commerce will recruit eligible small businesses to have an exhibition booth in the show. Companies must be a manufacturer or service provider in the outdoor retail industry to be considered.
- International Trade Show:** Exhibit at an international trade show that best fit your industry. Trade shows must be a foreign trade show or an International Buyer Program (IBP) domestic show. A list of eligible IBP shows can be found here: <http://2016.export.gov/ibp/>

Trade Show Name and Date: _____

Reimbursement will include booth space and a travel stipend for hotel and airfare.

Package 3: U.S. Commercial Service

- Gold Key Service** - These are pre-screened appointments setup by the U.S. Commercial Service with agents, distributors and sales representatives.

Reimbursement will include full cost of the Gold Key Service and a travel stipend for hotel and airfare.

Add-ons:

- Creation or translation of marketing materials for an international activity
- Translation of website to attract international buyers/distributors
- Participation in S.C. District Export Council's general export seminars or workshops or the Forestry Commission's Export Conference.
- Participation in the South Carolina Export Leadership Class

E. TRADE ACTIVITY DETAILS

For applicants that will participate in events that include international travel and lodging please respond to the following.

If international travel is involved, please name the travelers here*:

What date will you be leaving South Carolina?

What is the city and country of the destination?

What date will you depart the location of the trade events?

Has your company undertaken this event or activity in the past? Yes No If yes, when?

What type of business contacts are you seeking on this trip?

Distributor Agent/Sales Representative Direct Sales

Other _____

***Name of Traveling Employees. Limit of 2 (Travel expenses only cover an employee of the company. Distributors, consultants, etc. are not covered). All funds under this program are reimbursed to the company not individuals. Please note: if a company has an outstanding tax lien with the South Carolina Department of Revenue or the Internal Revenue Services, in lieu of reimbursement to the company, payments will be remitted to these entities on behalf of the company.**

F. BUDGET

Activity Category	Estimated Expenses	Description/Name of Activity (from list of approved activities)
Trade Mission Services of the U.S. Commercial Service (Gold Key)		
Trade Show (Booth Space)		
Lodging (Per diem)		
In-country transportation to/from event/activity (excludes airfare from the U.S.)		
Airfare (economy class only, subject to Fly America Act)		
Interpreter fees		
Website Translation		
Translation of Marketing Materials		
Export Training/Workshops/Conferences		
Total Estimated Expenses		

G. CERTIFICATION OF FEDERAL FORMS & REPORTING

Applications are processed and awarded on a rolling basis until all funds are expended. **Applications should be completed and submitted at least 60 days in advance of the start of any intended activity.** Applications will be reviewed and approved by an evaluation committee to determine the export potential of the candidate. Awards will be based on funds available, the number of applications submitted, and the strength and completeness of the applications. Late or incomplete applications will be deemed ineligible. Applications will be disqualified if a company has received an award for the same previously funded activity or if receiving funding from other source for the same activity.

SCDOC will notify applicants as to whether they have been approved for funding, and the dollar amount for which they may be reimbursed. In order to receive reimbursement, successful applicants must: respond to this notification confirming that they accept the amount awarded; follow-up on other paperwork needed for reimbursement—SBA self-representation form, DUNS number, statewide vendor number, etc.; execute proposed event/activity; submit completed reimbursement form along with receipts and required post-event survey to the SCDOC.

An officer of the applying company must sign applications. In addition, he/she certifies by signing below that they meet all the requirements under the S.C. Export Incentive Program to submit an application. Applicant agrees to complete reporting requirements including disclosure of export sales and leads generated. Applicant must submit an IRS W-9 “Request for Taxpayer ID and Certification” if awarded grant funds. All funds must be approved in advance and are distributed as reimbursements to the company.

Signature of Authorized Company Official

Date

Printed Name

Printed Title

Please Submit Application Either by Fax, Mail or Email to:

Anita Patel | International Trade Manager | apatel@SCcommerce.com

Norris Thigpen | International Trade Assistant Manager | nthigpen@SCcommerce.com

1201 Main St., Suite 1600, | Columbia SC 29201 | Fax: (803)737-0538 | Website: www.SCcommerce.com



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

Official SCDOC Use Only

Funded Yes or No

Date: _____



**U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416**

**SELF REPRESENTATION AS
AN 'ELIGIBLE SMALL BUSINESS CONCERN'**

The undersigned seeks services from a State grant recipient under Public Law 111-240 § 1207, Small Business Jobs Act, which authorized the State Trade and Export Promotion Program.

A. Section 1207 of P.L. 111-240 defines the term 'eligible small business concern,' as:

"...a small business concern that--(A) has been in business for not less than the 1-year period ending on the date on which assistance is provided using a grant under this section; (B) is operating profitably, based on operations in the United States; (C) has demonstrated understanding of the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping, as determined by the Associate Administrator; and (D) has in effect a strategic plan for exporting;...."

B. For purposes of implementing the STEP Program, the U.S. Small Business Administration (SBA) operationally defines the term 'eligible small business concern,' as an entity that:

1. *Complies with SBA size standards found at 13 C.F.R. Part 121 (http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title13/13cfr121_main_02.tpl);*
2. *Has been in business for not less than the 1-year period ending on the date on which assistance is provided under a STEP grant;*
3. *Is operating profitably, based on operations in the United States;*
4. *Has demonstrated understanding of the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping; and,*
5. *Has in effect a strategic plan for exporting.*

Submitting false information in order to obtain services from a STEP grant recipient is a violation of Federal law. If you submit false information the Government may seek criminal, civil, and/or administrative remedies against you, pursuant to 18 U.S.C. §§ 1001, 1040; and 31 U.S.C. §§ 3729-3733. The Government may elect to exclude you from further participation in certain Federal programs and contracts if you submit false information in connection with receiving services from a STEP grant recipient.

I hereby certify that the business that I represent is seeking services from a state recipient under the STEP Program, and is an 'eligible small business concern,' pursuant to Paragraph B., above.

Signature

Date

Title

Company



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.