

KANSAS MARKET ACCESS PROGRAM (K-MAP) GUIDELINES



PURPOSE

Assist Kansas companies in accelerating exports. Companies can use funds on activities such as Foreign Sales Trips, Market Research & Consultation, Non STEP-funded Trade Missions (omit participation), Foreign Product Certification, Translation and Interpretation Services, International Credit Reports, Letters of Credit Processing Fees, Database Subscriptions for Market Research (first year), Industry Association Memberships (first year), New Foreign Language Company Brochures, and Compliance Management.

ELIGIBILITY

Companies that have products or services which originate in Kansas or receive substantial value-added processing in Kansas.

ACTIVITIES NOT COVERED BY THE KANSAS STEP GRANT OF KITSAP

The program will reimburse up to 50% of a company's eligible direct expenses up to \$5,000. A company can receive \$5,000 in total financial assistance during a state fiscal year (July 1 - June 30). To receive the grant, a company must first apply, be approved, and sign and return the contract to the Kansas Department of Commerce no later than 30 days before activities commence. The K-MAP Grant is administered by the Kansas Department of Commerce and Kansas Global Trade Services, Inc.

HOW IT WORKS

- Apply no less than 30 days before your activities begin
- Describe your activities
- Provide expense estimates
- Wait for approval
- Implement your activities
- Apply for reimbursement within 60 days after the activity implementation
- Expense summary with invoice and proof of payment
- Post-activity report
- Evaluation form
- Submit the six-month post project evaluation report

PROGRAM REQUIREMENTS

The company should apply for funding no later than 30 days before eligible activities begin. The company should sign and return the contractual documents at least 14 days prior to the commencement of activities.

FOREIGN SALES TRIP

- International sales trips must take place outside the US to be eligible.
- At least one full-time company employee/sales agent must participate in the international sales trip.
- Funds can be used in conjunction with KITSAP funds only when a foreign business trip is right before or immediately after a KITSAP approved tradeshow.
- At least one full-time company employee/sales agent must participate in the international sales trip.

PAYMENT OF FUNDS

- Meals, beverages or personal expenses
- Hospitality
- Promotional or giveaway items
- Construction of portable booth displays
- Mileage for private or company vehicles
- Compensation or wages of an employee/sales agent/distributor

ACTIVITIES COVERED BY THE KANSAS STEP GRANT:

- *STEP-funded Export Training*
 - Kansas Small Business Development Center Riddle of the Exporter Training
 - U.S. Commercial Service Discover Global Markets Business Forum Series
 - U.S. Commercial Service Trade Winds Series
 - Other SBA or USCS sponsored, endorsed, or partnered export training events
- *STEP-funded Trade Show participation costs*
 - Paris Air Show
 - Farnborough Air Show
 - Domestically Hosted International Trade Shows
 - S. Commercial Service Certified Trade Fairs
- *STEP-funded Trade Missions*
 - Individual participation in U.S. Commercial Service trade missions
- *STEP-funded Market Entry Support:*
 - S. Commercial Service Programs
 - Gold Key Matching
 - International Partner Search
 - Initial Market Check

REQUIRED DOCUMENTS & PROOFS OF EXPENSE

- Expense summaries with proof of payments
- A post-activity report
- A completed evaluation form
- All documentation must be submitted within sixty (60) days of the last day of the approved activities.
- Six-month-post-project report submitted on time, or the company will be disqualified from applying for future funds.
- If an applicant's actual reimbursable expenses exceed the contracted funding level, one amendment to the original contract is allowed, if approved and funding is available.
- Applicants agree to provide information to substantiate their application, reimbursement request, post-project follow-up report or any other documentation requested.
- Proof of payment is at the discretion of the administrators.
- No expenses will be reimbursed without supporting documentation.
- Determination of completeness of applications is the sole discretion of the K-MAP administrators. Approval/denial of applications is the sole discretion of the Secretary of the Kansas Department of Commerce, based on the criteria outlined herein. Given the number of applications and funding limitations, the program reserves the right to only partially fund application requests and contract amendments.

DISQUALIFICATION OF CONTRACT

Contract will be void, and no reimbursement will be processed if any of the following occur:

- Company fails to return the signed contract within fourteen (14) days of its receipt or before the first day of the funded business trip, whichever occurs first.
- Company has already received the maximum amount allowed in the current fiscal year.
- Products or services promoted were not manufactured or did not receive substantial value-added processing in Kansas, or the services did not originate within Kansas.
- Company fails to submit a request for reimbursement, accompanied by the necessary supporting documentation, within sixty (60) days of the last day of the funded activities, unless a written request for an extension of the deadline has been approved.
- The State of Kansas discovers that information provided on the application or the reimbursement request was false.

K-MAP MANAGER:

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**KANSAS GLOBAL
TRADE SERVICES**