



KANSAS STEP PROGRAM APPLICATION



*Funded in part through a grant with the
U.S. Small Business Administration*

All financial, information and intellectual property will be kept confidential.

| COMPANY INFORMATION | |
|--|--|
| Company Name | |
| FEIN | |
| NAICS | |
| Type (Limited Liability, etc) | |
| Year of Inception | |
| Number of Employees in Kansas | |
| Company Contact Person | |
| Address | |
| Phone | |
| Email | |
| Fax | |
| Business Description | |
| Annual Revenue | |
| Export Experience | |
| Percentage of Export Sales | |
| Export Desitnations | |
| Current International Distribution Channels | <input type="checkbox"/> Direct sales to retailers or retail chains <input type="checkbox"/> Direct sales to end users <input type="checkbox"/> New to export <input type="checkbox"/> Sales through specialized importers/wholesalers <input type="checkbox"/> Sales through one or more distributors |
| Is the company a woman, minority, disabled individual or veteran-owned business? | Check all that apply: <input type="checkbox"/> Woman <input type="checkbox"/> Minority <input type="checkbox"/> Disabled individual <input type="checkbox"/> Veteran-owned business? |

| PRODUCT/SERVICE INFORMATION | |
|---|--|
| Harmonized System Code | |
| Is your product produced or value added in Kansas? | |
| Briefly describe the product/ service(s) you seek to promote. | |

| STEP ACTIVITY | |
|--|---|
| <p>In which STEP activity are you planning to participate? (Please submit separate application for each desired activity.)</p> | <input type="checkbox"/> Export Training <ul style="list-style-type: none"> <input type="checkbox"/> Kansas Small Business Development Center Riddle of the Exporter Training <input type="checkbox"/> U.S. Commercial Service Discover Global Markets Business Forum Series <input type="checkbox"/> U.S. Commercial Service Trade Winds Series <input type="checkbox"/> Other Export SBA or USCS Sponsored, Endorsed, or Partnered Export Training Event <input type="checkbox"/> Trade Show <ul style="list-style-type: none"> <input type="checkbox"/> Domestically Hosted International Trade Show <input type="checkbox"/> U.S. Commercial Service Certified Trade Fairs <input type="checkbox"/> Trade Mission <ul style="list-style-type: none"> <input type="checkbox"/> Individual Participation in U.S. Commercial Service Trade Missions <input type="checkbox"/> Market Entry Support <input type="checkbox"/> U.S. Commercial Service Programs <ul style="list-style-type: none"> <input type="checkbox"/> Gold Key Matching <input type="checkbox"/> International Partner Search <input type="checkbox"/> Initial Market Check <input type="checkbox"/> Others: (Please Describe the Service) <input type="checkbox"/> Foreign Sales Trips <input type="checkbox"/> Design of Marketing Media <input type="checkbox"/> Search Engine Optimization <input type="checkbox"/> Website, Marketing Material, and Product Label Translation <input type="checkbox"/> Regulatory Compliance Certification Assistance |

| U.S. SMALL BUSINESS ADMINISTRATION (SBA) QUESTION | |
|--|--|
| <p>The SBA would like to give eligible small business concerns the opportunity to expand your knowledge and resources of other programs that are offered by the SBA. Please check the appropriate box if you would like for your company's name and contact information to be shared with other programs offered by the SBA. Your choice to participate or not, will not change the status of your participation with STEP. SBA's aim is strictly to share information about other opportunities with you.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

APPLICANT CERTIFICATION

The applicant hereby certifies:

- A. All information provided in this document, as well as any accompanying documents, are true and complete;
- B. That the Kansas Department of Commerce, the Kansas Department of Agriculture and the STEP Review Committee are hereby authorized to verify in any manner deemed appropriate any and all items in or related to this Application including investigation of judicial records, information available through state or federal departments or agencies including tax clearance records, credit bureau services, and business reporting services;
- C. Applicant is aware that the Kansas Department of Commerce and the Kansas Department of Agriculture must comply with certain State requirements which may impact proposed projects. Funded projects must comply with all State laws and regulations;
- D. To the best of Applicant’s knowledge and belief, the information contained in this Application summary is true and correct and the governing body of the Applicant has duly authorized the document.

| | |
|-------------------------------------|-------|
| Signature of Authorized Official | Date |
| Printed Name of Authorized Official | Title |

ATTACHMENTS/CHECKLIST

- The following attachments must be included with this Application:
- SBA Self-Representation as an ‘Eligible Small Business Concern’ Form
 - SBA Form 1624 ‘Certification Regarding Debarment’ Form
- Kansas STEP Grant Export Readiness Questionnaire Form – only required for foreign trade shows/trade missions and market entry support activities

Please note that at the discretion of the STEP Review Committee, additional documentation may be required before the Application is deemed complete.

INSTRUCTIONS

Please sign, date and return the application, along with the above attachments, to the address listed below:

Chang Lu
Kansas Department of Commerce
(913) 515-8541
Chang.Lu@ks.gov

