



Rhode Island STEP Program Guidelines

The **State Trade Expansion Program (STEP)** is a national export initiative which makes matching-fund awards to states to assist small businesses in entering and expanding into international markets. Administered by the U.S. Small Business Administration's Office of International Trade, the program's objectives are to increase the number of U.S. small businesses that export and to increase the value of exports by small businesses.

The **Chafee Center for International Business at Bryant University**, in partnership with the Rhode Island Commerce Corporation, has been awarded the STEP grant and will work with eligible RI small businesses to enroll them in this valuable program and assist them in receiving STEP funding to support their international sales efforts.

STEP Eligibility Requirements

- ♦ Organized and incorporated in the United States
- ♦ Registered in Rhode Island as a for-profit business
- ♦ Registered on SAM.gov to do business with the U.S. Government
- ♦ Has operations in RI
- ♦ Meets the SBA definition of a small business (see SBA Self-Representation Form)
- ♦ Has been in business not less than 1 year
- ♦ Has sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers
- ♦ Is engaged in, or wishes to be engaged in, the delivery abroad of goods and/or services produced in the United States
- ♦ Offers products or services that are of U.S. origin or have at least 51% U.S. content

To receive STEP funding:

1) Complete both enrollment forms:

- ♦ **SBA Self-Representation form**
- ♦ **RI STEP Business Profile**

Enrollment forms must be submitted once per grant cycle.

2) Submit a **Request for Approval**

3) If approved, a **Letter of Approval** will be issued confirming the approved level of funding.

4) Submit a **Request for Reimbursement** within 45 days of project completion and include all required documentation. Failure to submit within 45 days, without justification, could jeopardize reimbursement of approved funds.

5) Complete **Data Collection Instrument** form when requested to provide updated information on actual export sales that occurred as a result of a STEP-supported activity.

RHODE ISLAND STEP PROGRAM ELIGIBLE ACTIVITIES

The following activities are eligible for STEP reimbursement of up to 75% except as otherwise noted.

NTE: New to Export ME: Market Expansion

Rhode Island Sponsored International Trade Events*

(virtual and in-person)

RI Trade Show booths: Eligible companies may apply to participate in a STEP-funded Rhode Island booth at select international trade shows. Company selection is through a competitive application process.

RI Trade Missions: Eligible companies may apply for 75% reimbursement of negotiated matchmaking fees.

U.S. Department of Commerce Programs*

(virtual or in-person)

Reimbursement for U.S. Commercial Service subscription services (e.g., Gold Key Service, International Partner Search, Single Company Promotion, etc.). A complete list of services and fees can be found <https://www.trade.gov/services-current-exporters>.

- **Maximum reimbursement: \$1,000 per project, \$5,000 per grant cycle**

International Trade Shows*

(virtual and in-person)

Assistance with the cost of standard booth registration fees, booth furnishings, signage, design costs, electricity, etc. Companies may include in their total request, funding for activities in support of their participation in the trade show, including design of marketing materials, social media marketing, and shipping of samples to the show.

Foreign Trade Shows:

- **Maximum reimbursement: \$5,000 per show (multiple shows allowed)**

Domestic Trade Shows:

- Company **must** provide a strategy to attract *international* buyers at the domestic trade show.
- To justify how the event will create new export opportunities, the company must include the estimated number of foreign buyers expected at the show, evidence that a foreign buying delegation(s) will be present, their strategy to attract foreign buyers, and/or results from previous attendance at the show which demonstrates their success at attracting foreign buyers.
- As part of the Request for Reimbursement after the show, the company must provide a list of matchmaking activities completed and international leads obtained at the show.

- **Maximum reimbursement: \$5,000 per show (multiple shows allowed)**

* **Travel expenses, including airfare, hotel, and meals are NOT eligible for STEP reimbursement.**



Bryant University

THE JOHN H. CHAFEE CENTER
FOR INTERNATIONAL BUSINESS

**RHODE
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through a
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Administration

RHODE ISLAND STEP PROGRAM ELIGIBLE ACTIVITIES

The following activities are eligible for STEP reimbursement of up to 75% except as otherwise noted.

NTE: New to Export ME: Market Expansion

Export Training Programs

(virtual or in-person)

Reimbursement for participation in workshops, seminars, or similar activities that deliver a structured program to provide knowledge on export policies, regulations, and/or best practices.

- **Maximum reimbursement: \$1,000 per event, \$5,000 per grant cycle**
- Limited to two employees per event, unless in-house training

Export Marketing Support

Consultancy Services (not to duplicate services offered by the U.S. Commercial Service):

The use of outside consultants for market research, matchmaking, and other consultancy services focused on a foreign market (e.g., compliance testing an existing product for entry into an export market.)

- **Maximum reimbursement: \$5,000 per project (multiple projects allowed)**

Design of International Marketing Media:

To include design of digital and print advertising, all forms and channels of social media and digital ad placements, translation of marketing materials, press releases, graphic design, and production of videos.

- **Maximum reimbursement: \$5,000 per project (multiple projects allowed)**

Website Development:

- o Design and development of internationally focused websites
- o Search Engine Optimization (SEO) including oversight, maintenance, and monitoring fees for SEO[^]
- o Website translation and localization
- o Online market listing fees[^]
- o E-Commerce platform fees, including hosting and/or maintenance fees[^]
- o Expenses to set up websites to accept international payments

- **Maximum reimbursement: \$5,000 per project (multiple projects allowed)**

[^]Any maintenance or monitoring fees must be concluded by the end of the grant's performance period.

MAXIMUM PER GRANT CYCLE

- Total maximum dollar award per company, per grant cycle: \$15,000
- Total maximum number of awards/activities per company, per grant cycle: 10



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