

Colorado Export Development Grant Application

About the Colorado Export Development Grant

The Colorado International Trade Office (ITO), a division of the Colorado Office of Economic Development and International Trade (OEDIT), is pleased to work with Colorado exporters of products and services in all sectors of manufacturing and services, excluding agricultural commodities and food products (agriculture companies may contact the Colorado Department of Agriculture at 303-239-4114 to learn about assistance specifically for this industry sector). The program is funded by the ITO.

The mission of the Colorado Export Development Grant is to increase Colorado companies' ability to export products and services to global markets. Below is an outline of the benefits and responsibilities of the grant participant, as well as the application form and requirements.

Please send completed application to Thomas Binet at Thomas.Binet@state.co.us or by fax to 303-892-3820. You may also mail applications to 1625 Broadway, Suite 2700 Denver, CO 80202, attn: Thomas Binet. Applications must be submitted no later than **September 30, 2009**.

Questions about the grant program may be referred to Thomas Binet at 303-892-3850 or Thomas.Binet@state.co.us. Information is also posted on the ITO website at www.colorado.gov/trade under the "Export Assistance Services" link. Selection of grantees will be made through a competitive process based on the quality of proposals and export potential of applicant companies. Selected grantees will be announced **no later than October 31, 2009**.

The Colorado Export Development Grant will provide funding for up to 20 small and mid-sized exporting companies in Colorado, and may be applied towards **travel expenses (airfare/hotel), trade show exhibition and/or attendance, business match-making services, or other direct expenses for developing a new** target market. Award amounts will range between \$500-2000 per participating company, and will be determined based on the nature of the request. Award amounts are at the discretion of the ITO based on the scope of the project and available funds. Grantees are defined as a company, not an individual member employee of a company. The actual amount and number of grants awarded is dependent upon availability of funds for qualified applicants.

Benefits

Through the Colorado Export Development Grant, the ITO is able to offer companies access to the following benefits:

1. One-on-one export counseling services through the ITO;
2. Customized market research and guidance on identifying target markets;
3. Between \$500-2000 per company to be applied towards **travel expenses (airfare/hotel), trade show exhibition, business match-making services, or other direct expenses related to developing a new export market**. For an example of business matchmaking services, please see the following:
http://www.export.gov/salesandmarketing/gold_key.asp.
Matchmaking services are also offered through AmChams, the Colorado-Mexico Trade Office, and Colorado's Honorary Trade Representative in Japan. The ITO will work with qualifying companies to identify the best organization with which to coordinate matchmaking services.

Participant Eligibility

1. Company may not receive or be receiving grants from any other OEDIT associated programs.
2. Company must have a Colorado presence and be registered with the Colorado Secretary of State.
3. Company must be export ready. Export readiness is evaluated based on the company's ability to meet new customer demand, provide any necessary customer service to foreign buyers, and meet any applicable export regulations and/or certifications that may be required to sell the product or service in the target market.

4. Company must have fewer than 200 employees globally (does not include agents, etc. that are not permanent employees of the company)
5. Company must be new to the export market to which it would like to apply this grant. A “new market” may be defined as a new country, market segment, industry, sales channel or region within a country.
6. Company must focus on one (1) target market to which they will export for purposes of this grant.
7. Company should already produce the product or service that is to be exported, and a description of the product/service to be exported should be provided.
8. No third party consultants or representatives may apply on behalf of their own company.
9. Awards will be dispersed by the end of the 2010 State fiscal year (June 30, 2010).
10. Reimbursement requests should be completed by May 31, 2010.

Responsibilities

1. Participants will be required to work with the ITO in order to establish project goals. ITO will counsel the participants on the export market they will be exploring. An appointment with an ITO representative should be completed no later than **December 4, 2009**. For those outside of the Denver Metro area, a conference call may be scheduled in lieu of an in-person appointment. A typical export counseling appointment will last approximately 45-60 minutes.
2. Participants are required to participate in an exit interview no later than one month after they have completed their travel.
3. Participants will be required to provide receipts or other proof of payment for expenses covered by the grant. Expenses should be fair and reasonable, and the ITO reserves the right to determine what expenses will be covered by the grant. Participants should contact the ITO if there is any doubt regarding what expenses will be covered.
4. Companies are expected to report their program-related export successes to the ITO. Such reporting provides valuable information that allows the ITO to continue funding export promotion projects such as the Colorado Export Development Grant. The following information is requested from program participants through periodic surveys and is maintained confidential*:
 - a. Number of export-related agreements you sign, such as a distributor or agent agreements
 - b. Dollar value of any export sales
 - c. Value of export-related investments you make in the target country
 - d. Number of jobs created or retained at your company as a result of new export sales
 - e. Quality of the service you received
 - f. Any other developments such as avoided loss of sales, trade complaints resolved, investment in foreign assets that increase U.S. exports, etc.

****The information collected from participating companies will be collected and used for internal reporting purposes only. Any reporting of export sales will be done in aggregate, without naming individual companies.***

Key Dates

September 30, 2009	Applications are due to ITO
October 31, 2009	Grantee selections are announced
November 2-December 4, 2009	Grantees required to meet with an ITO representative for export counseling
May 31, 2010	Travel or project activities must be completed and reimbursement requests submitted to ITO
Within one month of travel	Grantees shall schedule an exit interview with an ITO representative
Within one year of travel	Grantees will be asked to complete survey evaluating the program and services provided by the ITO

Application Materials

Applicants are asked to submit the enclosed application form and a **narrative statement** of no more than two pages identifying the following:

1. Description of the product and/or service to be exported
2. Brief statement of the company's export goals and experience.
3. Indication of how much the company is requesting (between \$500-2000) and a description of how the company plans to use the grant money.
4. Steps the company has taken to prepare for new export sales.
5. Explanation of how the company will create or retain jobs through expanding export sales.
6. Please identify the target market and describe how and why you selected it.
7. Any additional information pertinent to this application.

By signing and submitting this application, the applicant certifies that the company requesting grant funds meets the qualification requirements outlined above on pages one and two of this application and agrees to fulfill the responsibilities described on page two. The applicant also certifies that they are not currently receiving OEDIT funds through other programs.

Company name

Address

Name

Email

Company Website

Phone

Title

Signature

Date

Please describe your company's presence in Colorado. Are you headquartered here, have a manufacturing operation, etc.

How many employees does your company have? In Colorado?

Has your company exported before? If so, to which countries?

Do you know if you need an export license and/or certification to export your product? If so, please explain.

Although not required, you may also wish to submit copies of your company's marketing materials.