

# 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](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](mailto:APATEL@SCCOMMERCE.COM) | [WWW.SCCOMMERCE.COM](http://WWW.SCCOMMERCE.COM)

NORRIS THIGPEN | INTERNATIONAL TRADE MANAGER | [NTHIGPEN@SCCOMMERCE.COM](mailto:NTHIGPEN@SCCOMMERCE.COM)

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



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 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 funding you have or will request:

The US Small Business Administration (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 agency. 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 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.  Yes  No

**B. EXPORT INFORMATION**

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)

Please explain your export goals for 2017-2018: *(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?

What countries do you feel are your top five export opportunities?

### 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 Export Incentive program, qualified businesses may apply for **reimbursement for package 1 OR 2** below and then choose from the training and add-ons. All services/activities have set reimbursement amounts and may not cover the full cost. Travel will only be provided for one activity per grant year (mission, trade show or US Commercial Service program).

**Package 1: Trade Missions/U.S. Commercial Service Programs (pick 1)** *Reimbursement will include mission/service fee and a travel stipend for hotel and airfare when applicable.*

- Canada, May 2018**  
 **SEUS-Canada Conference in Alabama, June 2018**  
 **South America, September 2018**  
 **Japan and South Korea, September 2018**  
 **U.S. Commercial Service Programs** \_\_\_\_\_

**Package 2: Trade Shows (pick 1)** *Reimbursement will include booth space and a travel stipend for hotel and airfare.*

- Composites Suppliers Meetings South Carolina, October 2017** - The South Carolina Department of Commerce will recruit 6 eligible small businesses to have an exhibition booth space.  
 **JEC World 2018, France, March 2018** - The South Carolina Department of Commerce will recruit 4 eligible small businesses to have an exhibition booth space with Team South Carolina.  
 **NPE2018: The Plastics Show, Florida, May 2018** - The South Carolina Department of Commerce will recruit 4 eligible small businesses to have an exhibition booth space with Team South Carolina.  
 **Farnborough Airshow, United Kingdom, July 2018** - The South Carolina Department of Commerce will recruit 3 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.  
 **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: \_\_\_\_\_

### Export Training (pick 1)

- Participation in S.C. District Export Council's general export seminars  
 Participation in the U.S. Commercial Service Export Leadership Academy

### Add-ons (pick up to 3)

- Interpreter Fees  Shipping (shipping of products/booth items for trade shows)  
 Website localization and/or SEO work  Design or translation of marketing materials  
 International Compliance Testing on Existing Products (testing must be completed within the grant year)

## E. BUDGET

Activity Category	Estimated Expenses	Description/Name of Activity (from list of approved activities)
<b>Trade Mission Fees</b>		
<b>U.S. Commercial Service Programs</b>		
<b>Trade Show</b> ( <i>booth space only</i> )		
<b>Travel</b> ( <i>airfare and hotel</i> ) <i>Hotel reimbursement based on per diem rate and airfare on economy class flights.</i>		
<b>In-country transportation</b> ( <i>excludes airfare from the U.S.</i> )		
<b>Interpreter fees</b>		
<b>Marketing Materials</b> <i>Design and/or translation</i>		
<b>Website</b> <i>Localization and/or SEO work</i>		
<b>International Compliance Testing on Existing Products</b>		
<b>Shipping</b> <i>Products/booth items for trade shows</i>		
<b>Export Training</b> <i>Export Leadership Academy or General Export Seminars</i>		
<b>Total Estimated Expenses</b>		

**F. 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*:		
Is any traveler an elected official?	Yes	No
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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		
What type of business contacts are you seeking on this trip?		
<input type="checkbox"/> Distributor	<input type="checkbox"/> Agent/Sales Representative	<input type="checkbox"/> Direct Sales
<input type="checkbox"/> Other _____		
*Name of Traveling Employees. Limit of 2 (Travel expenses only cover <u>employees</u> of the company. Distributors, consultants, etc. are not covered). Travel information must be submitted 30 days prior to the start of travel. 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.		

**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.

_____	_____
<b>Signature of Authorized Company Official</b>	<b>Date</b>
_____	_____
<b>Printed Name</b>	<b>Printed Title</b>

**Please Submit Application by Either Fax, Mail or Email to:**  
 Anita Patel | International Trade Manager | [apatel@SCcommerce.com](mailto:apatel@SCcommerce.com)  
 Norris Thigpen | International Trade Manager | [nthigpen@SCcommerce.com](mailto:nthigpen@SCcommerce.com)  
 1201 Main St., Suite 1600, | Columbia SC 29201  
 Fax: (803)737-0538 | Website: [www.SCcommerce.com](http://www.SCcommerce.com)

*Funded in part through a grant 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 the Trade Facilitation and Trade Enforcement Act of 2015 (HR 644), which authorized the State Trade Expansion Program (STEP).

Section 503 of the Trade Facilitation and Trade Enforcement Act of 2015 defines the term ‘eligible small business concern,’ as a business concern that:

1. Is organized or incorporated in the United States;
2. Is operating in the United States;
3. Meets
  - a. The applicable industry-based small business size standard established under section 3 of the Small Business Act; or
  - b. The alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan programs under title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 et seq.);

The U.S. Small Business Administration (SBA) size standards are found at 13 C.F.R. Part 121. Use the following [sba.gov link](https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//small-business-size-standards) for information on size standards for your business (<https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//small-business-size-standards>);

4. Has been in business for not less than 1 year, as of the date on which assistance using a grant under this subsection commences; and
5. Has access to sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers.

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 I represent is seeking services from a STEP grant recipient and is an ‘eligible small business concern,’ pursuant to the above definition.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name



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

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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.