

The New Hampshire State Trade Expansion Program (NH-STEP)

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What is NH-STEP?

- NH-STEP provides Financial Assistance Award (FAA) grants to small businesses to promote export related activities.
- FAA grants range from \$1,000 to \$6,500 per award and provide up to 80% reimbursement for a project's total activity cost.
- All grant activities and reporting must be completed by September 29, 2024.
- An individual company that receives a FAA grant may receive a second one, if funds are available.
- NH-STEP is funded in part by a grant from the US Small Business Administration (SBA) and managed by the NH Office of International Commerce, Department of Business and Economic Affairs.

Qualifications for a FAA grant from NH-STEP

- To qualify for a grant, your company must:
 - Be doing business in New Hampshire.
 - Qualify as an *eligible small business concern* per: [Table of size standards \(sba.gov\)](#)
 - Have been in business for at least one year.
 - Have profitable US operations.
 - Have at least 51% US content for your product or service.
 - Be in good standing with the New Hampshire Department of Revenue and the IRS.
 - Agree to a limited media release.

How do I apply for a FAA grant?

- Fill out a Financial Assistance Award application providing information on:
 - Your company
 - Product or service to export
 - Proposed international market activity
 - Anticipated results
 - Project budget
- Sign a Letter of Commitment outlining your company's obligations if you receive a grant.
- Sign a limited media release form.
- Sign SBA Eligible Small Business Concern Self-Certification Form
- Sign SBA Form 1624, Certification Regarding Debarment

Funding Criteria

- Funding decisions will be made on a competitive basis, based on:
 - Likelihood the company's export efforts will be sustained or expanded beyond the grant period.
 - The potential economic impact for the company and for job creation in New Hampshire.

Application Deadline

- Application materials will be available online after this presentation on the Granite State District Export Council's website
<https://nhexportassistance.com/export-promotion-grants/step-program-overview/step-faa-application>
- Submit completed application materials to Alan.J.Dillingham@livefree.nh.gov with the Office of International Commerce (OIC), by 3:00 pm on Friday, October 21, 2022.
- If funds are available, applications received after the deadline will be reviewed on a rolling basis.

Reporting Requirements

- All grant activities and reporting must be completed by September 29, 2024.
- Successful applicants must provide quarterly progress reports during the entire grant period from September 30, 2022 – September 29, 2024, **even after they have been reimbursed.**
- Companies failing to meet this requirement may not be eligible for future FAA grants.
- Quarterly progress reports must provide details regarding export successes such as joint ventures, actual sales, contract agreements, and/or partnerships with distributors/agents.

Qualified Expenses

- Export related enhancements to websites, apps or e-commerce platforms, including translation.
- Department of Commerce subscription services.
- Export-related training and education courses.
- Design of international marketing materials, including digital materials and ad placement.
- Costs relating to foreign product certifications/compliance testing.
- Costs associated with international intellectual property protection.
- Fees for shipping sample products.

Qualified Expenses (continued)

- Virtual or in person international trade shows, foreign trade missions or foreign market sales trips
- Airfare (limited to one person, economy class on a US air carrier, and compliance with Airline Open Skies Agreements (Fly America Act) provisions)
- Hotel (limited to one person subject to US State Department Foreign Federal Hotel Per Diem Rates found here. For reimbursement of hotel accommodations submit invoices containing only room rates, taxes and/or hotel fees; amenities are not eligible for reimbursement.)
- Premiums on trade insurance (i.e. Ex-Im Bank premiums)
- Any other eligible expenses, subject to review

Non-qualified Expenses

- Activities that occur outside the grant period of September 30, 2022 - September 29, 2024.
- Compensation, wages, or salary of any employee of the grant recipient.
- Alcoholic beverages, meals and incidentals.
- Phone and internet usage.
- Passport or visas fees; immunizations (including Covid vaccinations and tests).
- New product development or alteration of existing products.

Non-qualified Expenses (continuing)

- Printing of international marketing materials (brochures, flyers, posters, etc.).
- Television and radio production costs.
- Capital goods, product samples, giveaways, supplies and conference registrations.

Reimbursements

- Awardees will recover authorized funds only after their activity is completed and all documentation and receipts are submitted in a single package to the Office of International Commerce.
 - *No partial reimbursements will be made.*
- The FAA Reimbursement Form and Instructions for completing the Form available at [STEP FAA Reimbursement | Granite State District Council \(nhexportassistance.com\)](https://www.nhexportassistance.com/STEP-FAA-Reimbursement-Granite-State-District-Council).
- Only itemized receipts or invoices with eligible expenses and proof of payment will be reimbursed.
- If an award activity is not executed for any reason, the applicant is responsible for all activity costs; no pre-paid activity costs for non-executed activities will be reimbursed.

Further Questions?

Contact

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