

# International Financial Assistance

Sept. 30, 2016 - Sept. 29, 2017

Export Trade Assistance Program (ETAP)  
 Domestic Trade Assistance Program (DTAP)  
 ExporTech™ Assistance Program (ETech)



Funded in part with a State Trade Export Promotion (STEP) grant; a cooperative agreement with the U.S. Small Business Administration (SBA)

The Iowa Economic Development Authority's (IEDA) International Trade Office (ITO) offers the following financial assistance programs:

- 1) Export Trade Assistance (ETAP)
- 2) Domestic Trade Assistance (DTAP)
- 3) ExporTech Assistance Program (ETech)

## Eligibility:

All applicants must meet the following criteria:

- Company size requirement:
  - Employ fewer than 500 employees with at least 75 percent of applicant's total number of employees employed in Iowa (by Employer Identification Number) and/or
  - Meet SBA guidelines of an Eligible Small Business Concern (ESBC)
- Provide signed SBA ESBC Certification & SBA Debarment Certification forms
- Have a product/service manufactured, produced, processed or have value-added in Iowa
- Company must be current on all prior financial assistance award surveys
- Have at least one employee/representative participate in event
- Submit complete application AT LEAST 45 days prior to the start of the event

<b>ETAP: International event outside the U.S. DTAP: International event within the U.S.</b>	<b>ETECH: Participate in ExporTech through the Center for Industrial Research and Service (CIRAS)</b>
Maximum three grants per funding period.	Maximum one grant per funding period.
<u>Trade Shows:</u> Same trade show a maximum of twice One trade show in a country per funding period.	
<u>Trade Missions:</u> IEDA organized trade missions	
Eligible Expenses:	
<ul style="list-style-type: none"> <li>• Trade Show Booth/Mission Participation fee</li> <li>• Trade Show Booth equipment/utilities (at show)</li> <li>• Interpreter Fee</li> <li>• Shipping to and from event (25%)</li> <li>• Per diem: one employee/representative using State Dept. per diem rate (50%)</li> </ul>	<ul style="list-style-type: none"> <li>• Participation Fee</li> </ul>
<i>Reimbursement calculated at 75% unless otherwise noted.</i>	
<b>Maximum \$4,000 per grant</b>	<b>Maximum \$2,000 per grant</b>

Only complete applications will be considered. Successful applicants will be funded on a first-come, first-served basis to the extent funds remain available. Online application instructions are available at [iowaeconomicdevelopment.com/IFA](http://iowaeconomicdevelopment.com/IFA).



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**When to submit an application (must meet all three guidelines):**

- 1) Event takes place during the current funding period (September 30, 2016 - September 29, 2017)
- 2) A commitment must be made to exhibit at the trade show or participate in the trade mission/ExporTech Program. The participation fee, a deposit or full booth fee must be paid. Or, the applicant may provide a copy of a legally binding signed contract or purchase order at time of application.
- 3) Submit complete application AT LEAST 45 days before the start of event.

**Required Documentation:**

(The first three forms can be found at [iowaeconomicdevelopment.com/IFA](http://iowaeconomicdevelopment.com/IFA) under RESOURCES)

- Completed Export Assessment form
- Certification of Debarment form
- Certification of a Small Business Concern form
- Copy of proof of payment (deposit or full), executed contract or purchase order
- General event information (a screenshot of the event web page is acceptable but must be in a graphic file, .pdf or Word document format for audit purposes) - must include event name, location and dates
- Electronic copy of applicant's company brochure or product brochure

Application instructions are available at [iowaeconomicdevelopment.com/IFA](http://iowaeconomicdevelopment.com/IFA)

To learn more:

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International Trade Office  
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