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CONFIRM SPAM/JUNK EMAIL FILTERS ARE SET TO ALLOW EMAILS FROM @iowaeda.com

## Registration

<https://ieda.force.com>

First-time users (to [ieda.force.com](https://ieda.force.com)) must register as a user of the International Grant Application System. Click on “Sign Up” in the lower right corner under the Login button.



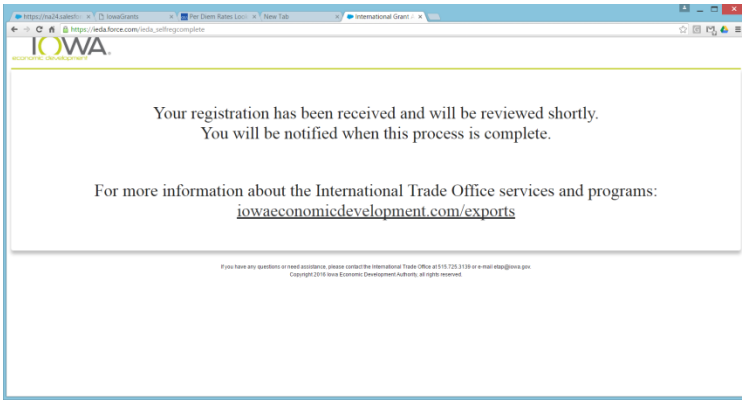
Next, applicants are encouraged to complete ALL fields of the registration form. Applicants need the COMPANY'S TAX ID NUMBER to register. Required fields are noted in red and MUST be completed to “Submit” the registration.

Once submitted, applicant will receive this message:

Complete column down, then proceed to the second column.

If the contact's address is the same as the company address, check this box. The system will automatically populate the information.

Note: The Contact Email provided will be the email where all correspondence regarding this application/grant, will be sent.



Applicants will receive an email (to the email provided on the registration form), indicating the registration was received and will be processed within two business days. **BE SURE SPAM/JUNK FILTERS ARE SET TO ALLOW EMAILS FROM @Iowaeda.com**

If an email similar to the one below is not received, applicants should check the spam/junk folder. Otherwise, contact [etap@iowaeda.com](mailto:etap@iowaeda.com) or phone 515.348.6243.



L.,

We have successfully received your request for access to the International Trade Grant Application System. Please allow up to two (2) business days to process your request. An email will be sent to [lisa.longman9@gmail.com](mailto:lisa.longman9@gmail.com) notifying you of the approval/denial of your registration.

If you do not receive your email within two business days, please contact us at [etap@iowa.gov](mailto:etap@iowa.gov) or call 515.725.3139.

**IOWA ECONOMIC DEVELOPMENT AUTHORITY**  
200 East Grand Avenue | Des Moines, Iowa 50309  
PH: 515.725.3139  
[iowaeconomicdevelopment.com/exports](http://iowaeconomicdevelopment.com/exports)

Approved applicants will receive a welcome email providing a link to create a password. If you do not receive this email within two business days, please notify [etap@iowaeda.com](mailto:etap@iowaeda.com).



Hi L.,

Welcome to the International Grant Application System! Start your application here: [https://ieda.force.com/login?c=5ypG8GKTJceowzWA3CWahr6GrRwODVfbbRvdmzhqhwBd8ZbfxsibD\\_A5v9f3UKeysspXAu\\_i20mC\\_z1f5qS5LmtnqWkIQXnFxC0G2Zb69mMkkJ9](https://ieda.force.com/login?c=5ypG8GKTJceowzWA3CWahr6GrRwODVfbbRvdmzhqhwBd8ZbfxsibD_A5v9f3UKeysspXAu_i20mC_z1f5qS5LmtnqWkIQXnFxC0G2Zb69mMkkJ9)

Username: [lisa.longman9@gmail.com](mailto:lisa.longman9@gmail.com)  
(You will be prompted to Change Your Password)

The attached step-by-step instructions, including screenshots, will assist you throughout the application process. It includes a checklist have all the necessary information submitted to complete the application.

Three additional forms are also attached that need completed for inclusion with the application:

1. Completed Export Assessment form
2. Certification of Debarment form
3. Certification of a Small Business Concern form

Finally, please review the attached Terms and Conditions for receiving a grant through the International Trade Office.

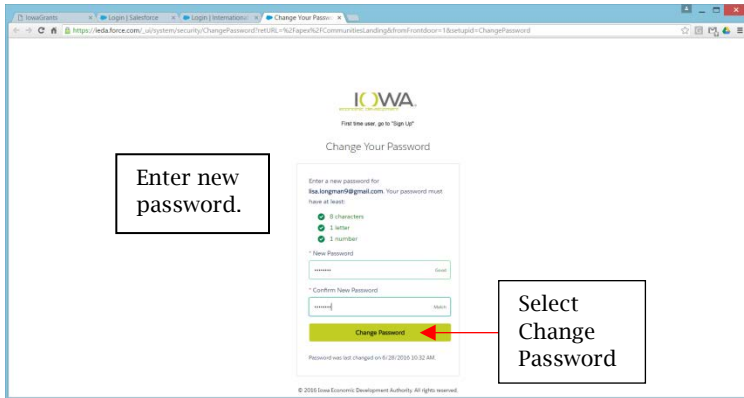
If you require further assistance, please contact the International Trade Office at [515.725.3139](tel:5157253139) or e-mail [etap@iowa.gov](mailto:etap@iowa.gov)

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Please review the [Documentation Checklist](#) (in Appendix) before proceeding.**

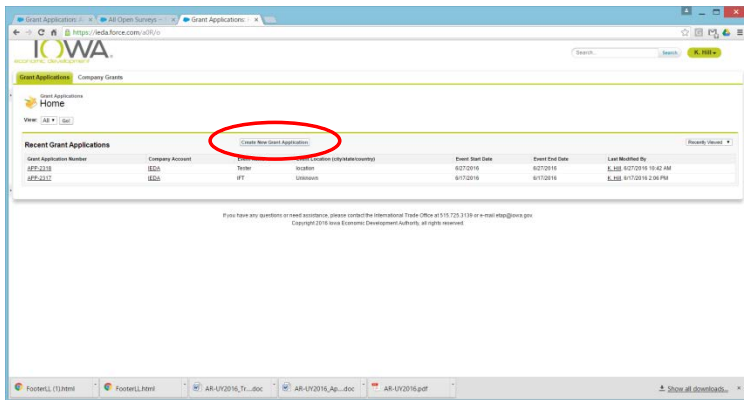
# Application

(See [Documentation Checklist](#) (in Appendix) before starting.)

Access the Log In from the “Welcome to the International Trade Grant Application System” email. Applicants will be prompted to create a password prior to the first Login using the “Change Your Password” screen.



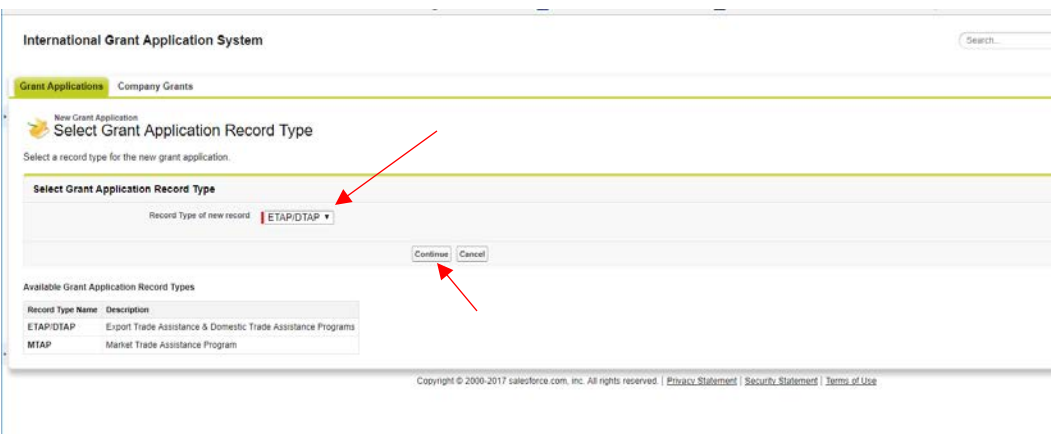
Select Create New Grant Application.



Select the grant application type, and click Continue.

ETAP/DTAP: Trade shows/trade missions

MTAP: Market assistance (compliance and international marketing)



There are three steps required to submit an application:

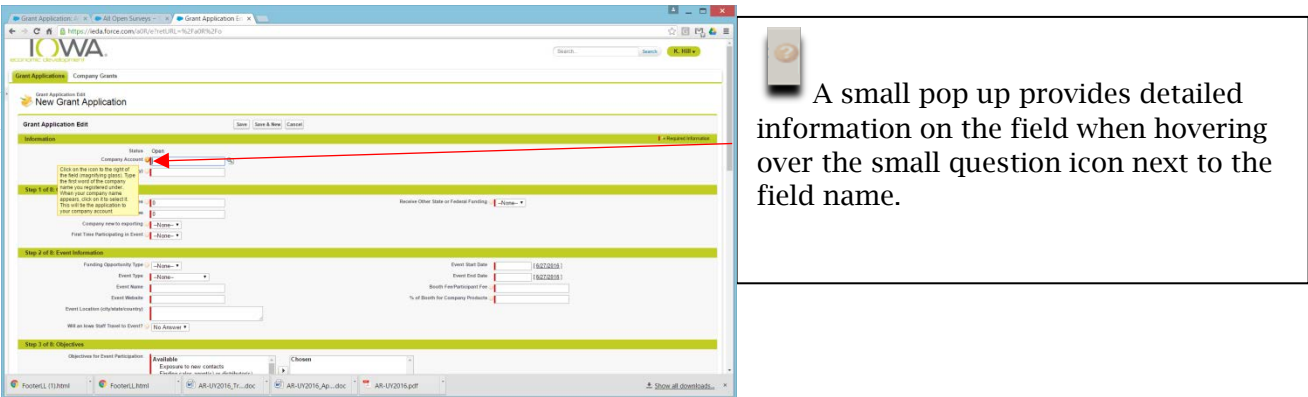
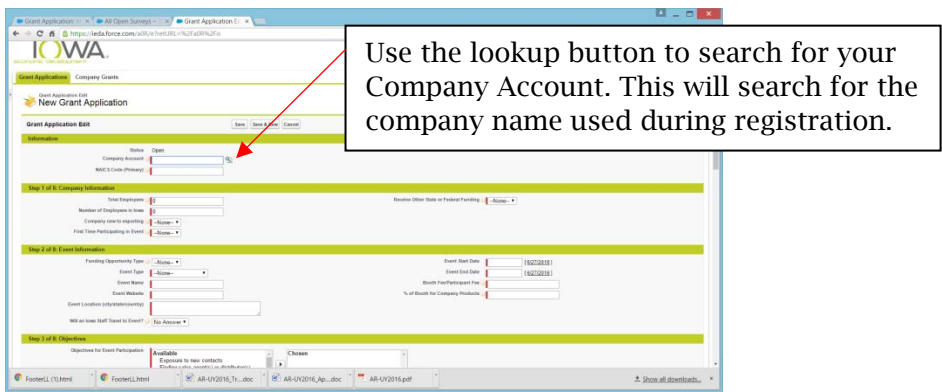
- A. Complete Application Fields
- B. Required Documentation
- C. "Submit for Approval"

**Complete Applications include both:**

- A. Completed Application
- B. Uploading all required support documentation to the Notes & Attachments section

### A. Complete all Fields on Application

Fields marked in red are required. Applicants will be unable to save the application without completing these fields.



“After Step 8 of 9: Authorization,” **SAVE** the application. Applicants will return to the last step after uploading the required documentation. After saving the application, scroll down under the application to the “Notes & Attachments” section (this section only appears under the Application section after saving the application).

The screenshot shows a web browser window with the URL <https://ieda.force.com/u0R/v?retURL=%2Fu0R%2F0>. The page is titled "Grant Application E:" and contains several sections:

- Groups Positively Impacted:** A dropdown menu with "Available" selected, listing "Women", "Persons with a disability", and "Blacks". A "Chosen" dropdown is also present.
- Step 6 of 9: Will this event have a negative impact on minority groups?** A section with a "NEGATIVE IMPACT" dropdown set to "Yes", and input fields for "Describe negative impact", "Rationale for Negative Impact", and "Evidence of Consultation".
- Groups Negatively Impacted:** A dropdown menu with "Available" selected, listing "Women", "Persons with a disability", and "Blacks". A "Chosen" dropdown is also present.
- Step 7 of 9: Minority Impact Certification:** A section with a "Certify that information is accurate" dropdown set to "Yes", and input fields for "Name of person certifying" (Joe Smith) and "Title of person certifying" (Owner).
- Step 8 of 9: Authorization:** A section with three "Agree to..." dropdowns (Terms and Conditions, Prominently Display Graphics, Provide Results) all set to "Yes", and a "Signature (Type Name)" field containing "Joe Smith".
- Last: Upload Required Docs under Notes & Attach (visible after saving app):** A section with links for "Event Info", "Product Info", "Proof of Payment", "Export Assessment", "SBA/IBC Certification", and "SBA Dealer Certification".

At the bottom of the form, there are three buttons: "Save", "Save & New", and "Cancel". A red arrow points to the "Save" button.

If you have any questions or need assistance, please contact the International Trade Office at 515.725.3139 or e-mail [itao@iowa.gov](mailto:itao@iowa.gov).  
Copyright 2016 Iowa Economic Development Authority. All rights reserved.

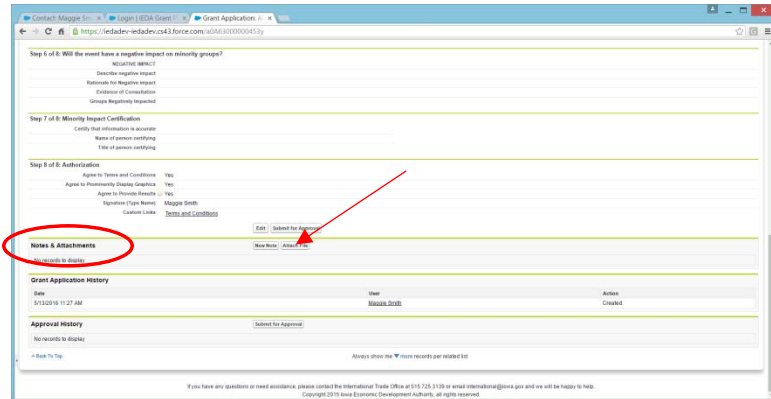
The screenshot shows a web browser window with the URL <https://iedadev-iedadev.cs43.force.com/u0A63000000453y>. The page is titled "Grant Applications" and contains the following elements:

- Grant Applications:** A table with one row: "APP-2300".
- Grant Application Detail:** A section with a "Status" dropdown set to "Open" and a "Company Account" dropdown set to "Maggie's Market".
- Step 1 of 8: Company Information:** A section with fields for "Total Employees" (1), "Number of Employees in Iowa" (1), "% Employees in Iowa" (100.00%), "Company new to exporting", and "First Time Participating in Event".
- Step 2 of 8: Event Information:** A section with fields for "Funding Opportunity Type" (DINP), "Event Type" (Trade Show), "Event Name", "Event Website", "Event Location (city/state/country)" (Des Moines, IA), "Event Start Date" (5/24/2016), "Event End Date" (5/26/2016), "Trade Show", "State of Iowa", "Booth Fee/Participant Fee", "% of Booth for Company Products" (100%), and "Will an Iowa Staff Travel to Event?" (No Attend).
- Step 3 of 8: Objectives:** A section with a "Comments" field.
- Step 4 of 8: List the top foreign markets you will focus on at this event:** A section with fields for "Country 1" (Mexico), "Country 2", "Country 1 Reason", and "New Country/Region for us".

A red circle highlights the "APP-2300" application in the table. A black box with white text is overlaid on the page, stating: "Confirm that the application has been saved."

**B. Required Documentation** (refer to [Documentation Checklist](#) (Appendix) for complete list)

Scroll down the page to the Notes & Attachments section, select Attach File. Multiple files can be attached.

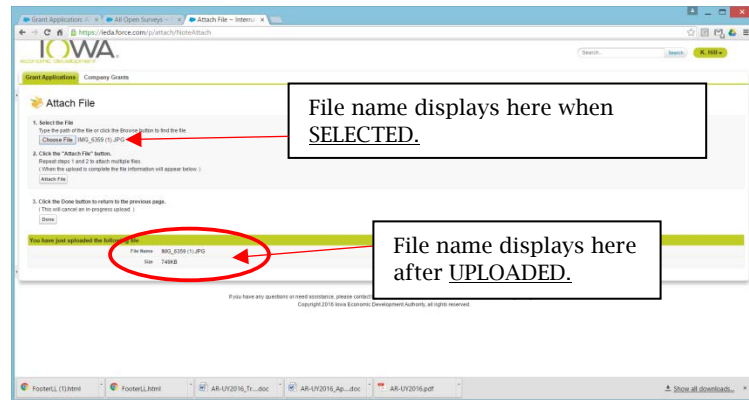


**Step #1:** Select Choose File and browse to select the first file to upload. The document name should appear next to Choose File to confirm the correct document has been selected.

**Step #2:** Select Attach File, to attach the file. The name of the file uploaded is shown under the green bar entitled “You have just uploaded the following File” as noted below, to confirm the document was uploaded.

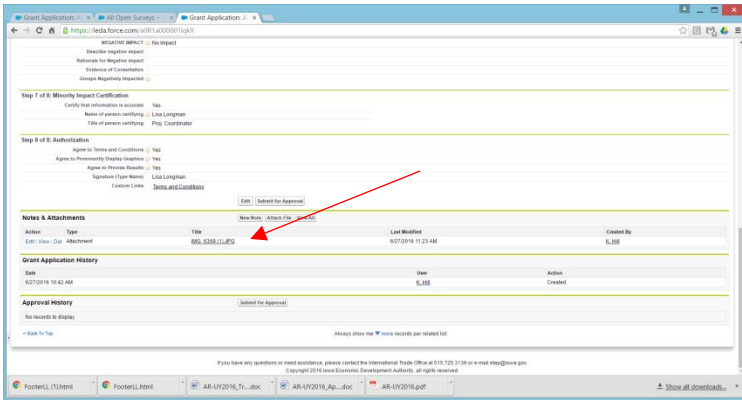
Repeat Steps 1 & 2 for all six documents.

The name of uploaded file should appear under the green bar. When finished, select Done (#3 on the screen).

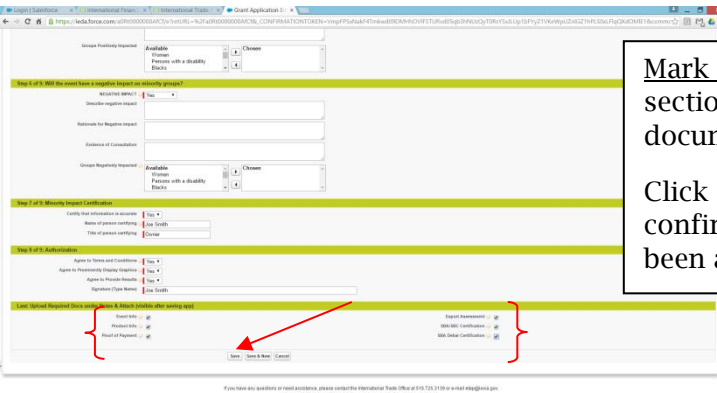
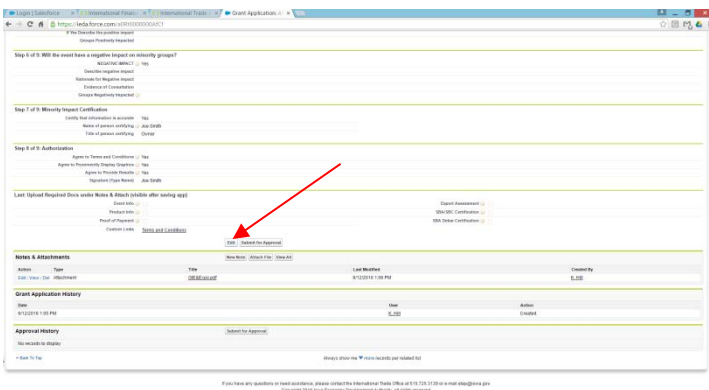


Return to the Notes & Attachments section to confirm the list of ALL documents uploaded as shown below. This is where you will see the running list of documents uploaded.

**NOTE: Be sure to upload ALL required documentation and complete all fields. *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.* Please review the [Documentation Checklist](#) (Appendix) before proceeding.**



After uploading all six of the required documents, click on Edit to finalize the application.



**Mark each box** in the last application section, indicating that the required documents have been uploaded.

Click **save** after checking the boxes confirming the required documents have been attached.



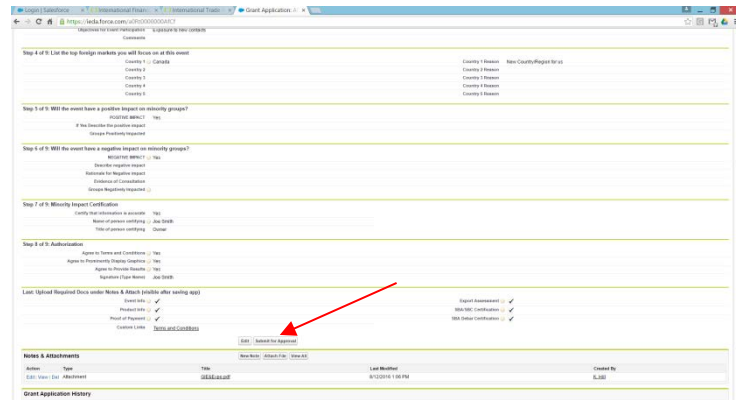
**C. Submit for Approval: Applicant(s) must Submit for the application to be processed.**

**Confirm application is complete:**

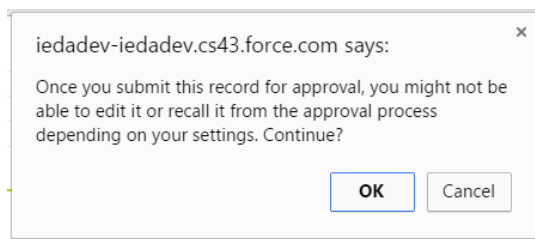
A. All fields in the application are completed.

B. All required documents are uploaded under Notes & Attachments.

C. Select “Submit for Approval”. The following message will pop up to notify applicants that they **will not be able to edit** the application or documentation once submitted. Click OK.

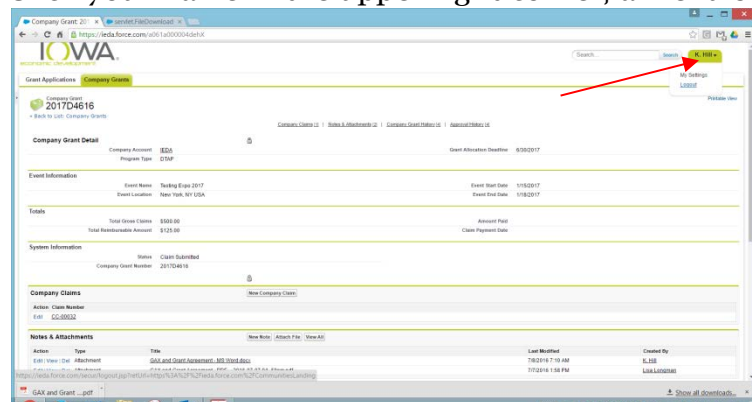


- REQUIRED ATTACHMENTS:**
1. Certification of Debarment (current date)
  2. Certification of Small Business Concern (current date)
  3. Company general brochure (screenshot of website accepted)
  4. A. ETAP/DTAP: Receipt of at least partial booth payment OR  
B. MTAP: Copy of the selected project quote.
  5. ETAP/DTAP Event general information (screenshot of website accepted).



**Log out**

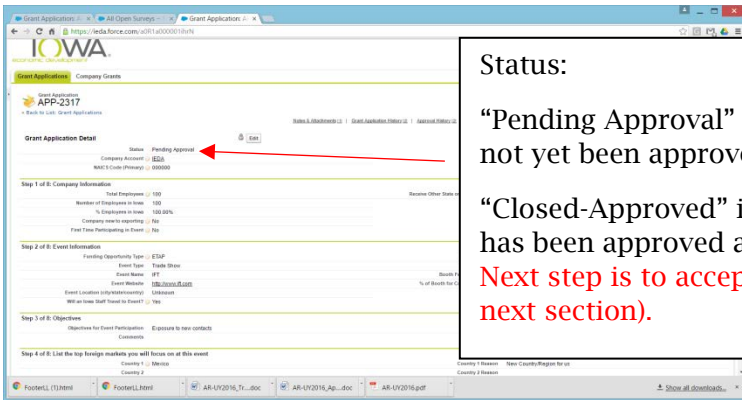
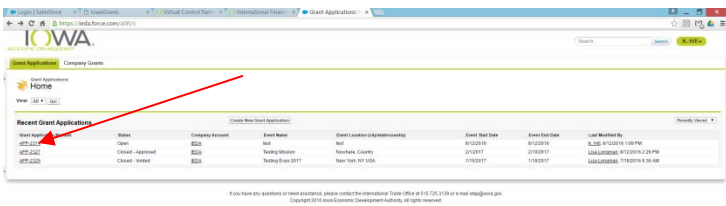
Click your name in the upper right corner; a menu should appear allowing you to Logout.



## Check the status of the Application

Log into <https://ieda.force.com>

To check the status of the application, click on the Application number.



Status:

“Pending Approval” - if application has not yet been approved.

“Closed-Approved” if the application has been approved and is now a Grant.  
Next step is to accept the grant (see next section).

Once approved, applicants should receive an email with instructions regarding how to accept the grant. The grant must be accepted prior to the event; **if the email notification is not received within two weeks of submitting an application or within a week prior to the event**, email [etap@iowaeda.com](mailto:etap@iowaeda.com) or call 515.348.6243.

# Application Approval/Denial

After submitting a completed application, applicants receive email notice once the application has been through the approval process. Typically, this process can take up to two weeks.

## A. Approval

Approved applicants will receive email notification indicating the application has been approved. To accept, follow the instructions in the email within 10 days of receiving the email to secure funds.



## B. Denial

Denied applicants will receive an email indicating the reason for denial. Some examples may include, but are not limited to:

1. Application or documentation was incomplete
2. Event takes place outside the funding period
3. Company is ineligible

Details regarding the denial may be requested by email to [etap@iowaeda.com](mailto:etap@iowaeda.com).

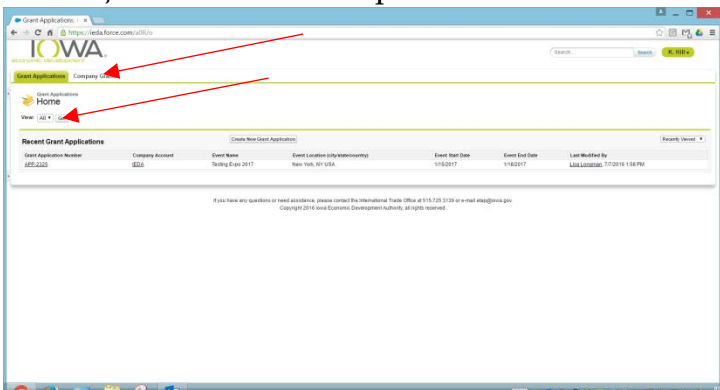
## Accepting a Grant (BEFORE THE EVENT)

In order to accept a grant, follow the instructions included in the approval email within 10 days of the email date.

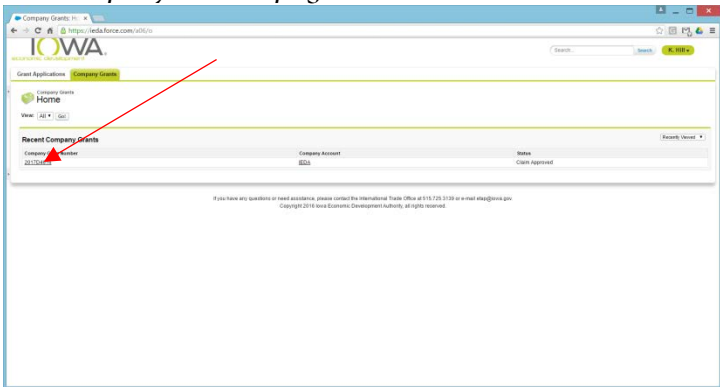


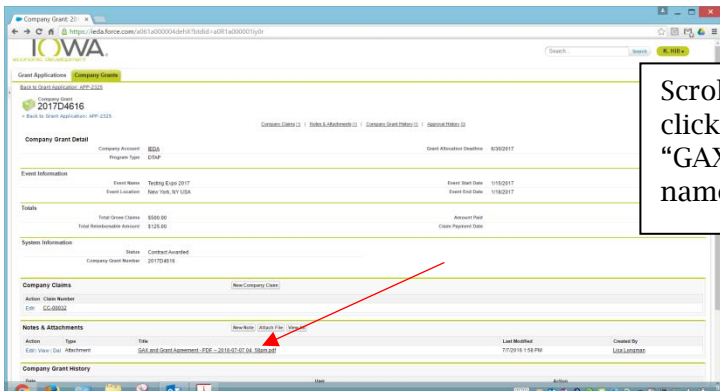
**First**, select the Company Grant tab.

**Second**, click “Go” – this updates the view to show all grants rather than just the most recent.

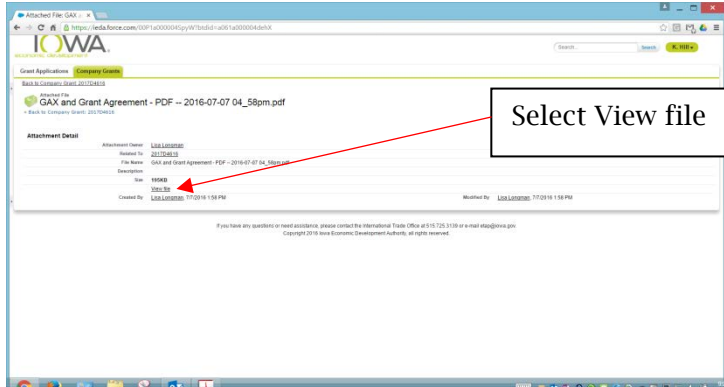


Select the Grant Number: *If your Grant is not listed, return to the Grant Applications tab and click on the Application number. When the application comes up, scroll to the bottom of the page under the Company Grants section where your Grant number should be visible. Select the Grant Number. This will then move it to the Company Grants page.*





Scroll to “Notes & Attachments” and click on the Title which will have “GAX” and “Grant Agreement” in the name.



Select View file

(Note: Grant & GAX will not say “SAMPLE” on it.) Select the printer icon to print.



Sign the Grant Agreement and “GAX” form. Do not complete any information on the GAX form, only sign in the Claimant’s Certification box (middle of form). The GAX form serves as the required signature to the claim applicants submit online following the event.

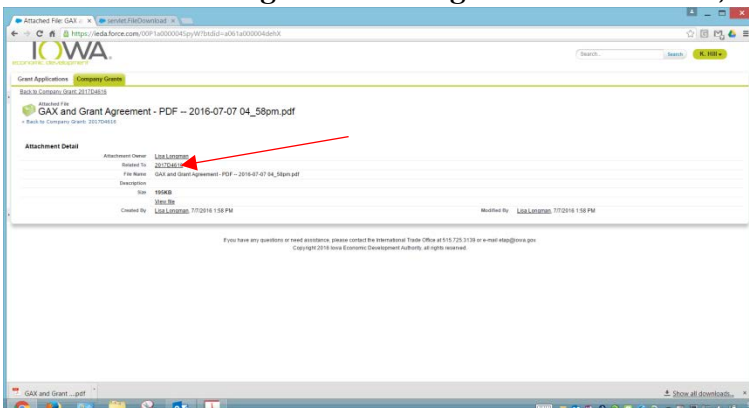
STATE OF IOWA GAX

BUDGET FY: 2016  
GENERAL ACCOUNTING EXPENDITURE: 44216 496-26 121-92  
DOCUMENT NUMBER: [Redacted]

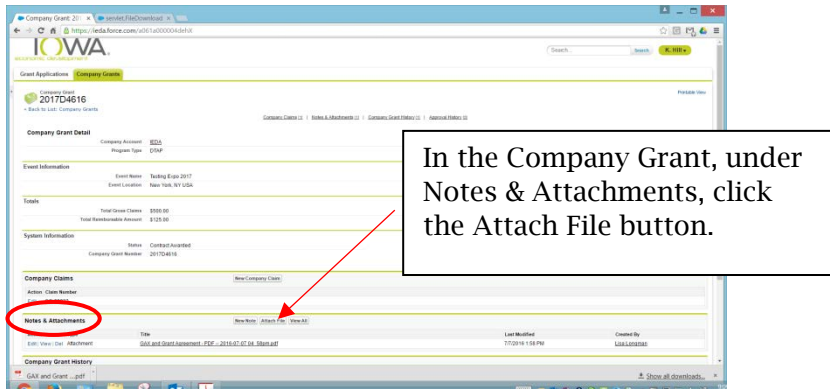
CLAIMANT'S CERTIFICATION

DATE: [Redacted]  
TITLE: [Redacted]  
CODE OR CHAPTER SECTION(S): [Redacted]

To return to the signed Grant Agreement and GAX, click the grant number.

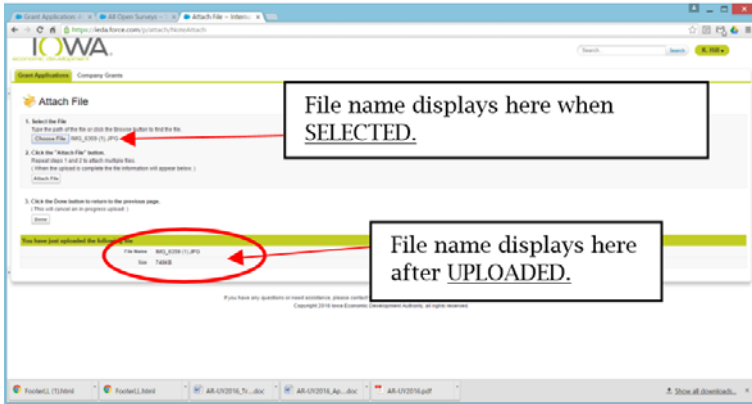


Scan the signed Grant Agreement & GAX form to upload the electronic file.

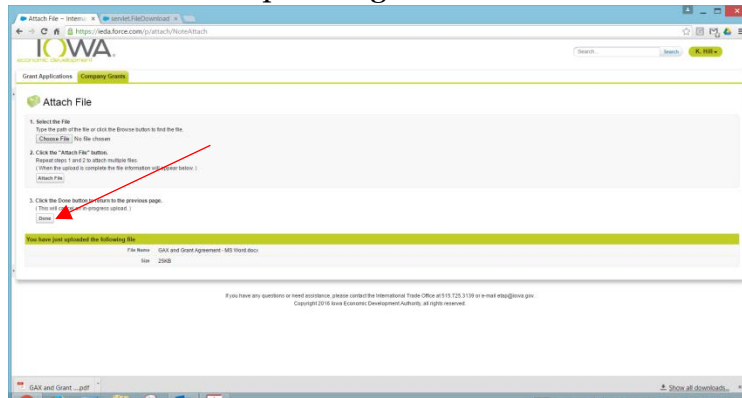


In the Company Grant, under Notes & Attachments, click the Attach File button.

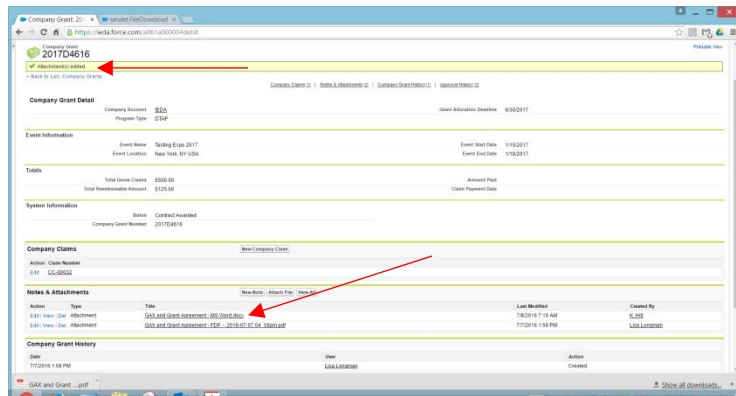
Click on the Choose File button and select the scanned file.



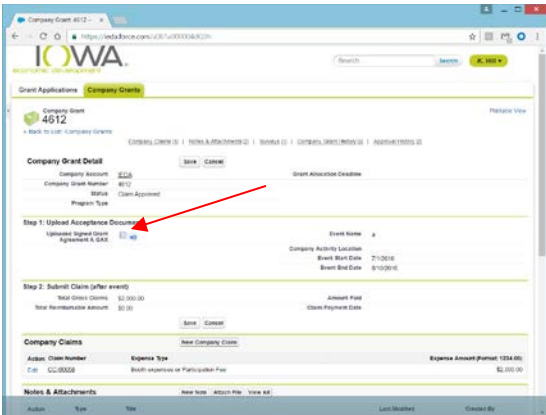
Click Done after uploading all files.



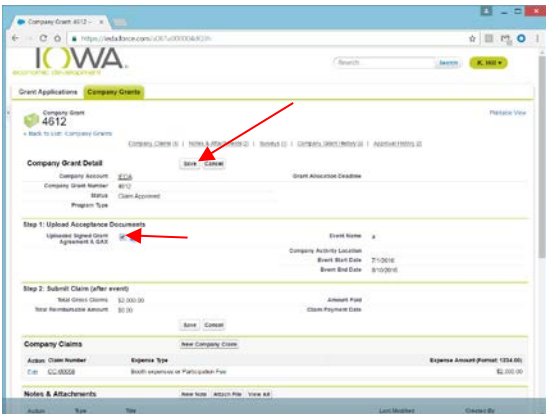
A message indicating the file was uploaded is shown in the yellow bar at the top. The attachment will be listed under Notes & Attachments.



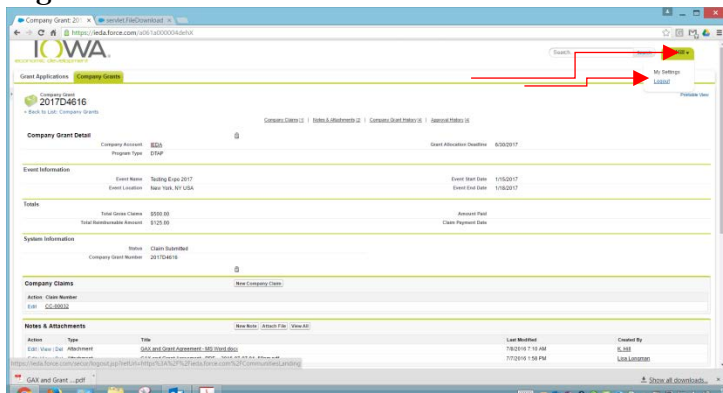
Lastly, double click on the box under Step 1 - Uploaded Signed Grant Agreement & GAX. Double-clicking activates the Edit mode; the Save and Cancel buttons appear by Company Grant Detail. Edit mode allows applicants to click (select) the box so a checkmark appears. This confirms that applicants have successfully uploaded the two signed documents.



Then click SAVE. A notice is sent indicating acceptance of the grant. This step needs to be completed prior to the event.



## Logout





## At The Event (ETAP/DTAP trade shows only)

Grants received for exhibiting at a trade show MUST display the most current Iowa Exporter graphic in a prominent place in the booth. A photo of the overall booth, with this signage visible, must be submitted after the event as part of the claim for reimbursement. Failure to provide this could void the grant.

The current Iowa Exporter ID graphic is available in .pdf at [iowaeconomicdevelopment.com/IFA](http://iowaeconomicdevelopment.com/IFA) in the Resources box. Additional file formats may be provided upon request. Email [etap@iowaeda.com](mailto:etap@iowaeda.com) to request the desired format.

Graphic looks like (this is a partial view of the graphic):



## After the Event or Project End

If trade show: Photograph and keep the photo of the booth with the Iowa Exporter graphic visible. Collect the receipts to be considered for reimbursement.

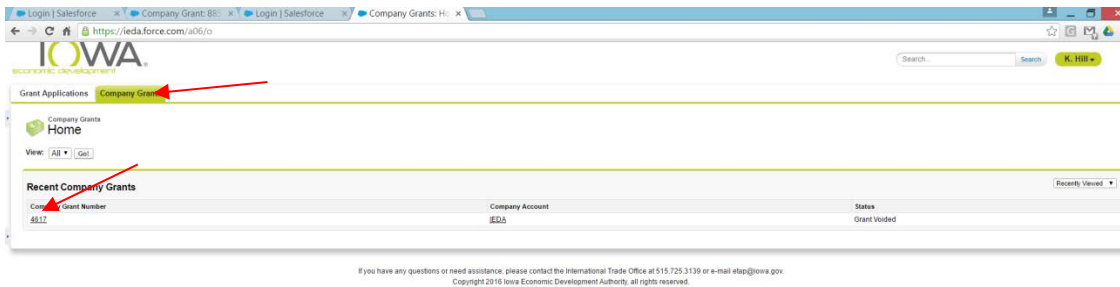
### Receipts:

- Trade Show:
  - o Booth rental  
Booth furnishings (carpet, chairs, tables, utilities for booth, set up of booth at show site – does not include printing of materials for show)
  - o Shipping of materials to and from show site
  - o Interpreter, if necessary
- Trade Mission:
  - o Shipping of materials to and from destination
  - o Interpreter, if not covered in the event participation fee
- Project:
  - o Receipts showing work completed and payment made.
  - o Electronic copy (screenshot) of completed work

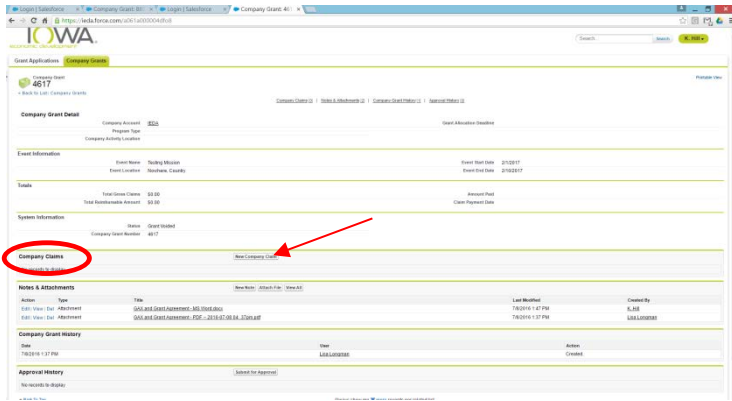
Trade Shows: Do not submit receipts for airfare, meals and lodging. Airfare is not eligible under the programs. A per diem for one employee, for the duration of the event, will automatically be added if reimbursement has not reached the maximum amount. (U.S. Dept. of State per diem rate for the location event is held.)

Once the recipient has all electronic receipts and a photo of the applicant's booth (if trade show), it's time to complete a claim for reimbursement.

1. Log into <http://ieda.force.com>
2. Select Company Grant tab

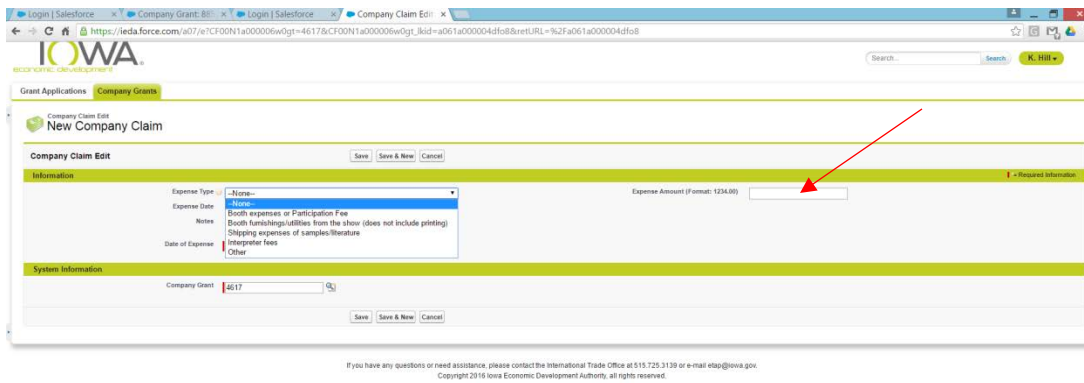


Under Company Claims section, click “New Company Claim” button.



Select the first expense type:

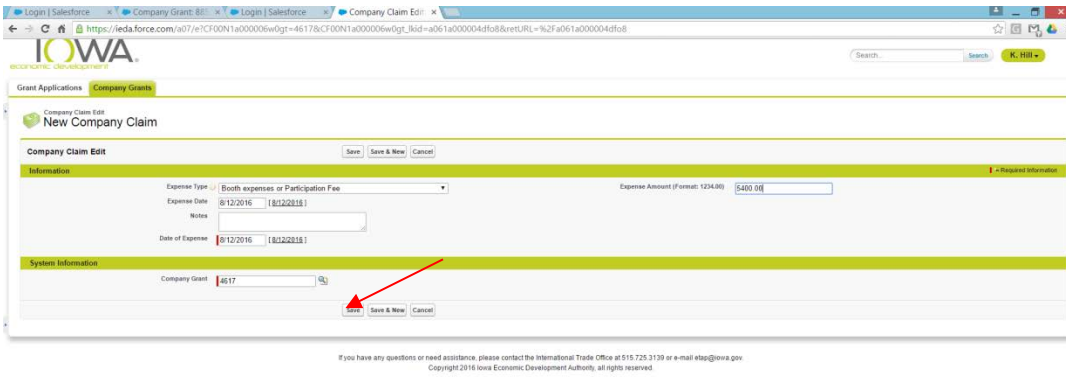
If there is more than one receipt in a category, enter the total of all receipts for that category in the Expense Amount. Confirm all receipts have been uploaded in the Notes & Attachments section supporting the total entered.



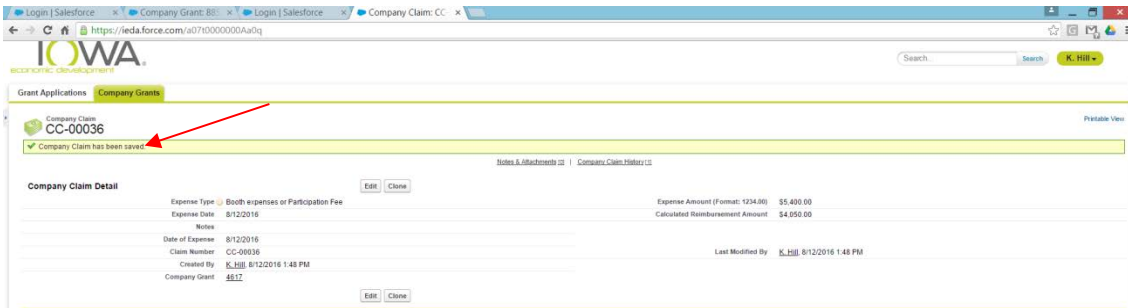
**Trade Shows:**

Fill in the Expense Date (receipt date – or first receipt date if multiple receipts) and amount. Some trade show booths are quite costly so if the booth expense category is \$5,400 or higher, enter only one claim for booth expense. (The maximum reimbursement will be reached with this one expense.)

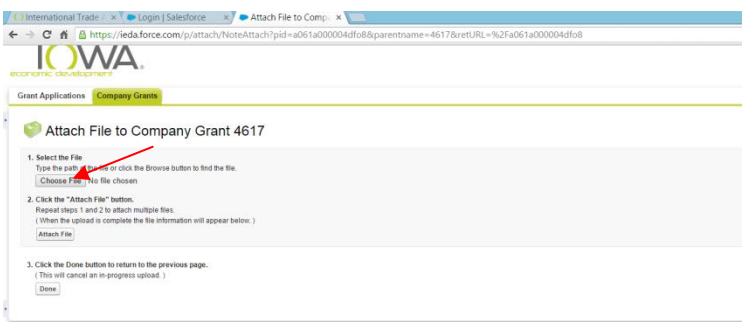
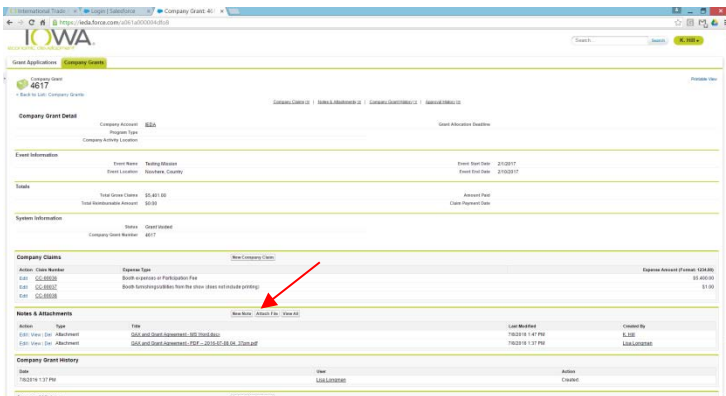
If the first expense is less than \$5,400 and additional expenses were incurred, click Save & New to enter the additional items.



Verify the claim is saved in the yellow bar.



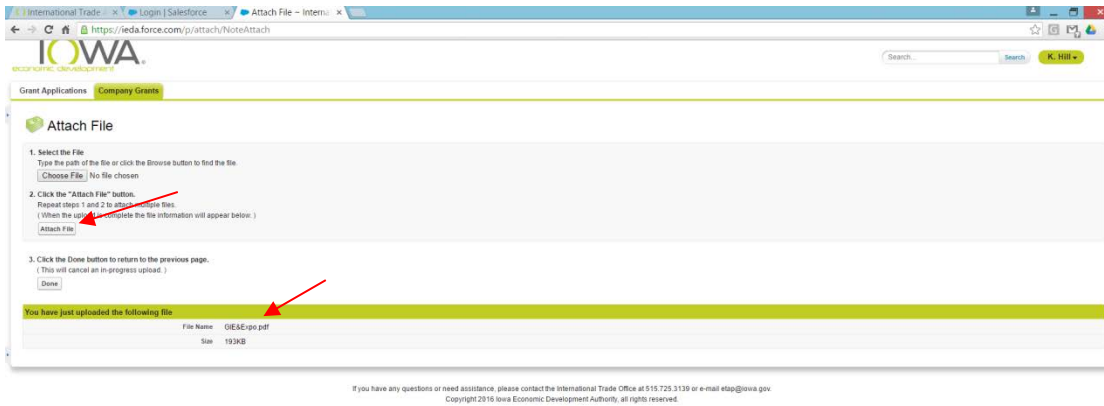
Next, upload the receipts for the expenses entered under Notes & Attachments (steps are the same as the Application documents). Expenses without a receipt cannot be reimbursed. Also, if the receipt is in another currency, please note the exchange rate and the total in \$USD on each receipt. Receipts without this will result in a claim denial. If MTAP, also upload copies of completed project work.



The selected file will be displayed to the right of the Choose File button.

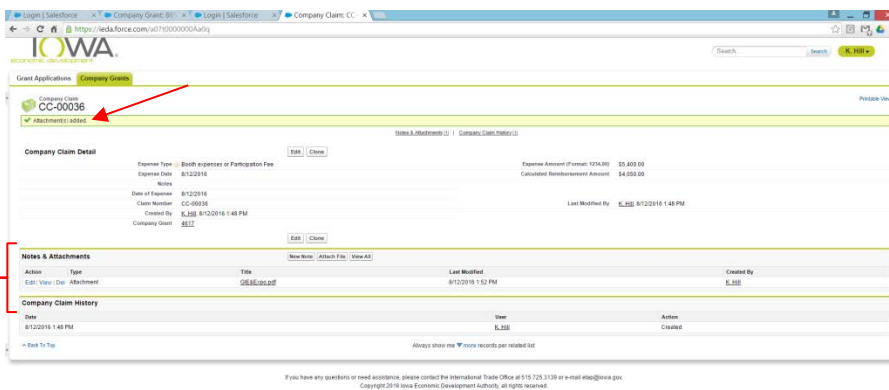
Click Attach File.

File will then show under the green bar “You have just uploaded the following file.” This will only show the last document uploaded.



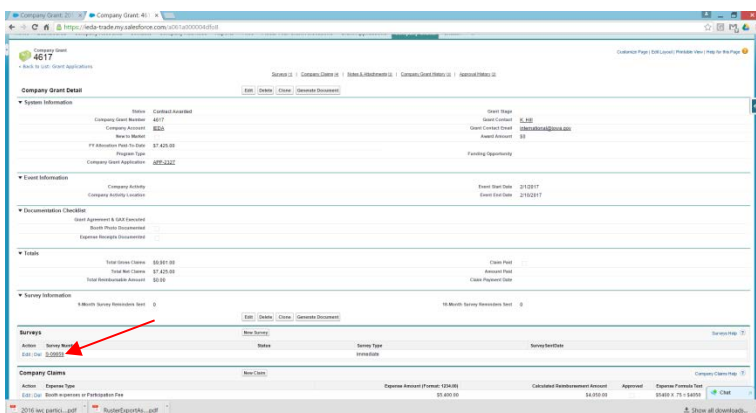
Repeat Choose File and Attach File until each file has been uploaded. When finished, click Done.

Confirmation that the documents were uploaded will appear in the top yellow bar. Verify under Notes & Attachments that all the uploaded documents appear.

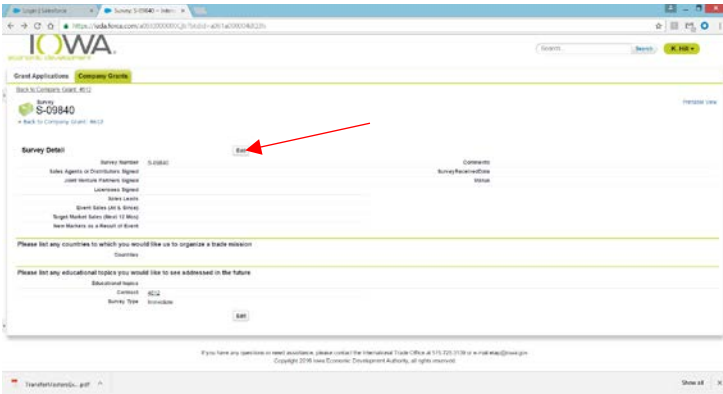


Lastly, complete the “Immediate Survey.” This provides the results from the event, which are used to report on the impact of utilizing state/federal funds.

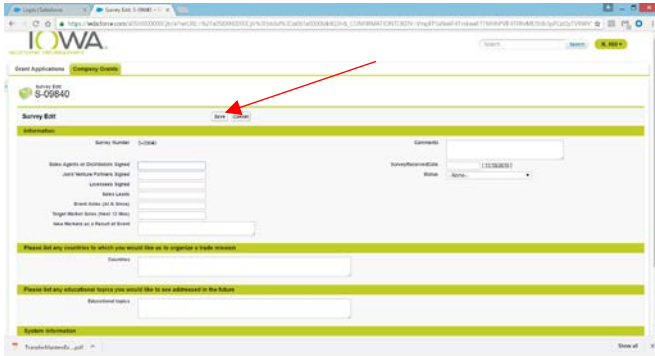
Under the Surveys component, click the Survey Number (Survey Type will be “Immediate”).



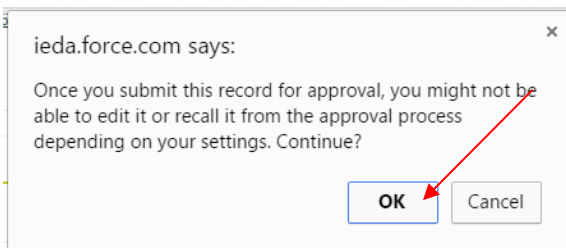
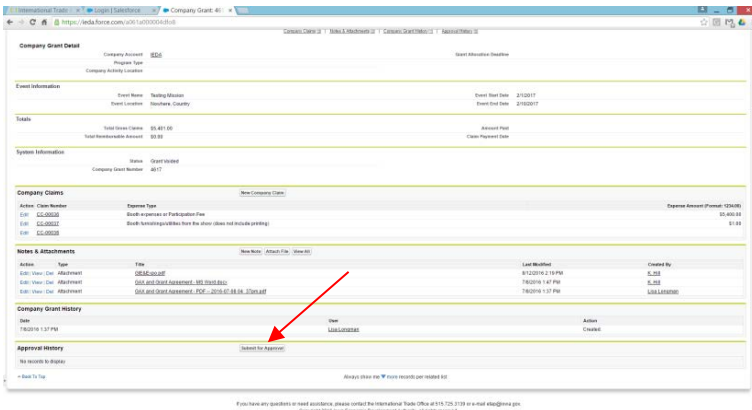
Complete the applicable fields. Click on the edit button at the top if the fields aren't available for editing.



Click **Save** when finished.



When finished each of three parts, **Submit** the claim for approval for the claim to be processed.



Once the claim has been submitted, it will be locked from editing.

In the Status field, confirm the status “claim submitted.”

The screenshot shows the IOWA Clear Application web portal. The page title is 'Company Grant' and the ID is '4817'. The 'Company Grant Detail' section shows the following information:

Company Grant ID	4817	Grant Allocation Number	
Company Grant Number	4817	Claim Submitted	
Program Type			

The 'Event Information' section shows:

Event Name	Swing School	Event Start Date	3/22/17
Event Location	Harsham, County	Event End Date	2/8/2017
Company Activity Location			

The 'Totals' section shows:

Total Grant Claims	\$5,487.00	Amount Paid	
Total Outstanding Amount	\$0.00	Claim Payment Date	

The 'Company Claims' section shows:

Invoice	Claim Number	Expense Type	Expense Amount (Final)
EXP	CG-0828	Swing expenses or Participation Fee	\$5,487.00
EXP	CG-0822	Swing transportation for the school (does not include printing)	\$1.00
EXP	CG-0828		

The 'Notes & Attachments' section shows:

Invoice	Type	File	Last Modified	Comments
EXP	Note	ISEE-Subsidy	6/12/2016 2:19 PM	EJB
EXP	Note	CG-0828-Subsidy-ISEE-Subsidy	7/20/16 1:47 PM	EJB
EXP	Note	CG-0828-Subsidy-ISEE-Subsidy-7/20/16	7/20/16 1:47 PM	USA-L030386

The 'Company Grant History' section shows:

Date	User	Action
6/12/2016 2:17 PM	EJB	Revised/Cancel
7/20/2016 1:37 PM	USA-L030386	Created

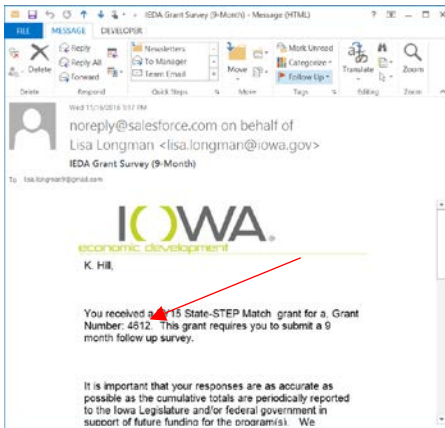
This claim is finished and ready to Logout.

## Follow Up (9 and 18 month Surveys)

Grant recipients will receive an automatic email when 9- and 18-month surveys are due. Please complete this (and save) within 30 days of receiving the email notice. Companies must be compliant with all past grant surveys to remain eligible for future grants.

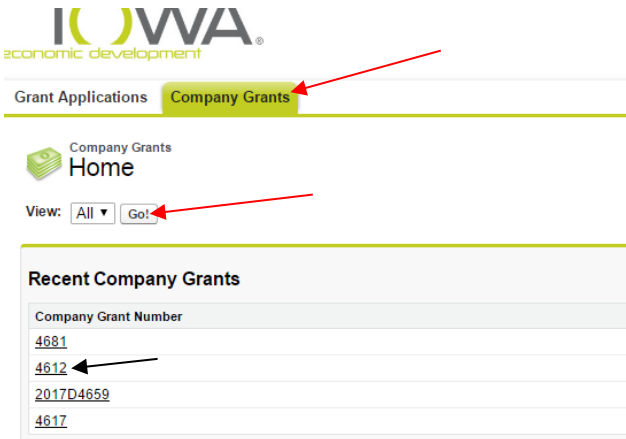
Please provide survey results to the best of your ability. These numbers are utilized and reported, on the aggregate, to gauge

Example of the survey email:



Log into [ieda.force.com](http://ieda.force.com)

Be sure to click on the Company Grants tab, and click the Go! Button beside the View:All.

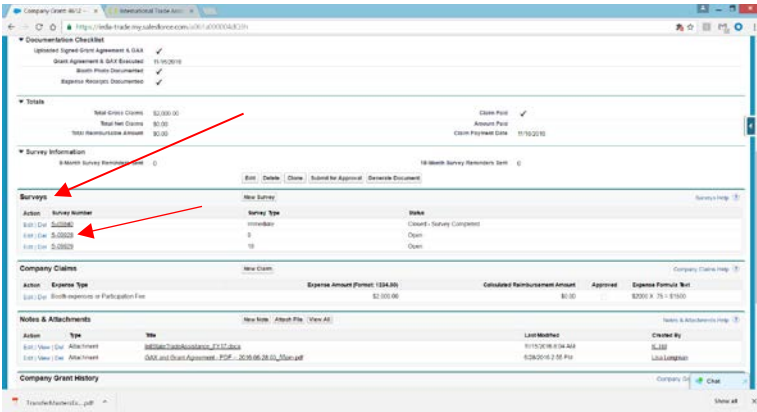


Click on the Company Grant Number associated with the due survey (included in the email alert you received).

Scroll down the page to the Surveys section. Select the Survey Number of the due survey (if the email indicated a nine-month survey was due, under Survey Type will identify the nine-month survey).

Click Edit button to complete the survey:



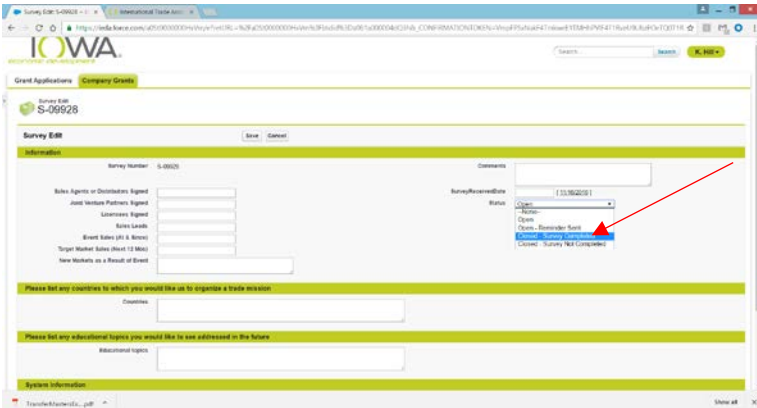


Click on the Survey number that is due (Status to the right will be Open.)

Click on the Edit button and enter all fields applicable.



Complete all the fields possible. Remember to change Status to: “Closed: Survey Complete” before Saving.



Once saved, a confirmation appears that the survey was updated. Double check all answers:

**Grant Applications** | **Company Grants**

Survey **S-09865**

✓ Survey has been updated.

• Back to List: Company Grants

**Survey Detail** Edit

Survey Number: S-09865

Sales Agents or Distributors Signed	1
Joint Venture Partners Signed	0
Licensees Signed	0
Sales Leads	15
Event Sales (A/E & S/Inv)	\$9,000.00
Target Market Sales (Next 12 Mos)	\$50,000.00
New Markets as a Result of Event	Mexico

Please list any countries to which you would like us to organize a trade mission

Countries: Mexico

Please list any educational topics you would like to see addressed in the future

Educational topics: Connect

Survey Type: Immediate

Status: Edit

Logout through the top right corner, the down arrow beside your name. Logout is an option.

**Grant Applications** | **Company Grants**

Survey **S-09928**

• Back to List: Company Grants

**Survey Detail** Edit

Survey Number: S-09928

Sales Agents or Distributors Signed	0
Joint Venture Partners Signed	0
Licensees Signed	0
Sales Leads	0
Event Sales (A/E & S/Inv)	\$0.00
Target Market Sales (Next 12 Mos)	\$0.00
New Markets as a Result of Event	Columbia

Please list any countries to which you would like us to organize a trade mission

Countries: Columbia

Please list any educational topics you would like to see addressed in the future

Educational topics: Connect

Survey Type: Immediate

Status: Edit

**My Settings**  
**Logout**

If you have any questions or need assistance, please contact the International Trade Office at (515) 281-3139 or a mail stop@iowa.gov  
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## DOCUMENTATION CHECKLIST

### REQUIRED DOCUMENTATION FOR APPLICATION

Forms are available at [iowaeda.com/IFA](http://iowaeda.com/IFA) in the Resources box.

1. Certification of Small Business Concern (*current, signed and dated within six months*)
2. Certification of Debarment (*current, signed and dated within six months*)
3. Proof of actual payment or legal commitment to event/project (*i.e. copy of the check, invoice showing a payment, receipt from organizer, executed contract/agreement, etc.*)
4. Company/Product Brochure (*if MTAP, copy of all materials associated with project scope*)
5. Event General Information/Project Scope
  - If event, copy of event information (screenshot of website is acceptable). Needs to include event name, location, and dates. If event is held in U.S., must include proof of international attendees to the show from past event.*
  - If project, copy of service providers scope of work (detailed) with cost estimate.*

### DOCUMENTATION FOR CLAIM

#### **Receipts for eligible expenses.**

If receipts are in another language, please include a description in English. If receipts are in a foreign currency, you **MUST** include the conversion rate and the total in U.S. dollars.

Do not provide receipts for meals, lodging, airfare or other incidentals as these are not eligible expenses. If a per diem is eligible, it will automatically be added to your claim based on one representative, for the duration of the event (reimbursed at 50%).

## Application Field Definitions

**Company Account** – Type in company name used during registration. When company name appears, select it. Or, use the lookup button to search for your Company Account.

**Total Employees** – This should include parent company and any other relationships which have a direct impact on your company’s operation decisions.

**Number of Employees in Iowa** – This should be the number of company employees employed in Iowa.

**NAICS (North America Industry Classification System)** – Your company’s primary NAICS. If you do not know, look up the code: <https://www.sba.gov/contracting/getting-started-contractor/determine-your-naics-code>

**Company New to Exporting** – Select “yes” if your company has only exported within the last year or has rarely exported because of an order.

**Minority Group Impact** – This is a State-required question for all grants. Typically, a company’s export initiatives/marketing would have no impact on minority groups in the U.S. However, feel free to answer these as you see fit.

**Certify information Accurate** – Answering yes indicates the information provided in the application and documentation is true and accurate to the best of your knowledge.

**Agree to Terms and Conditions** – Answering yes indicates you understand the requirements and agree to all.

**Agree to Provide Results** – Answering yes indicates your company will provide the required results to the best of your ability, after the event and again nine months and 18 months after the event.

**SBA Interest** – Answering yes allows U.S. Small Business Administration to contact you about other potential programs you may be interested in.

## ETAP/DTAP SPECIFIC

**First Time Participating in Event** – Select “yes” or “no”.

**Receive Other State of Federal Funding** – Select “yes” or “no” if you are receiving any other funds to help you participate in this event. (examples include Food Export Association of the Midwest, U.S. Department of Commerce, etc.)

**Funding Opportunity type** – Select program. (ETAP, DTAP, MTAP, etc.)

**Event Type** – Select Event Type. (trade show, trade mission, etc.)

**Event Name** – Enter the official name of the event.

**Event Website** – Enter the full url for the event’s official website.

**Event Location** - Include city, state/province, zip/postal code, country.

**Will Iowa Staff Travel** - Select “yes” or “no”. (An Iowa-based employee isn’t required to staff the event/travel.)

**Event Start Date & End Date** -These must be the **official** start and end dates of the event. Do not include additional travel or set up days.

**Booth/Participation Fee** - Include estimated **booth space rental** cost for a trade show or **participation fee** for a trade mission.

**% of Booth** - Applicable for trade shows only, enter 100 percent if booth is not shared with any other company. If booth will be shared, indicate your company’s percentage of the booth. This is required field, so if you are applying for a trade mission, please enter 0.

**Objectives** - Select your objectives for participating and click on the right arrow to add them to the list. Select as many as you wish.

## MTAP SPECIFIC

**Project Title** - Provide a name for the overall project (include company name in the title)

**Project Description** - Provide a description of the project and how it relates to the company’s export plan.

**Project Start Date** - The date when work will commence on the project (must be MORE than 30 days from date of application)

**Project End Date** - The date when the final work will be completed on the project (NO later than the funding period end date)

**Countries/Country Reason** - Provide the country(s) targeted with this project. If a region, please list the top five specific countries. Also, by each country listed, select whether the country/region is new for the company or whether the company is focusing on a particular product that will be new to the country/region.

If you have any questions regarding the application process, email [etap@iowaeda.com](mailto:etap@iowaeda.com)