



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

## S.T.E.P Grant Intake Form

- Applicant must be approved by the SBA to be eligible for any S.T.E.P. funding.
- By agreeing to participate in S.T.E.P. Grant programs, you agree to communicate with World Trade Center Arkansas about improvements in your export program or expansion of your business.
- Please read AR-STEP Eligibility & Application Guidelines at [www.artc.org/STEP](http://www.artc.org/STEP)

**Today's Date:**

### Company Information

Business/Organization Name:

In operations since:

Mailing Address:

City:

State:

Zip:

Telephone: ( )

Cell Phone: ( )

Fax: ( )

Email:

Title:

Is your company in good standing with the Arkansas Secretary of State's Office, Arkansas Department of Finance and Administration, and other regulatory agencies?

YES

NO

Taxpayer Identification Number:

Are you currently exporting?

YES

NO

North America Industrial Code: \_\_\_\_\_

If yes, where?

If no, why not?

Do you know the cost associated with exporting:

Estimated Cost:

Do you have a strategic exporting plan?

If no, why?

What are your current Export Values?

Your current Annual Sales?

Does your product contain 51% or more U.S. content? Only companies with 51% or more U.S. content to qualify for this grant.  YES  NO

Number of Employees?

Does your company meet the Small Business Administration guidelines and standard from [www.sba.gov/content/small-business-size-standards](http://www.sba.gov/content/small-business-size-standards)?  Yes  No

Describe your company:

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Describe your items for export:

H.S. Codes: \_\_\_\_\_

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Are you looking to expand into new markets?

YES  NO

**If yes, what markets?**

What are the current industry trends?

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## Are you export ready?

**Does your company have a product or service that has been successfully sold in the domestic market?**

Yes  No

Does your company have sufficient production capacity that can be committed to exports?

Yes  No

Does your company have adequate knowledge in shipping its product overseas, such as identifying and selecting international freight forwarders and freight costing?

Yes  No

Do you need help with:

- |                                   |  |                                |
|-----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Products | <input type="checkbox"/> Service                       |                                |
| <input type="checkbox"/> Sourcing | <input type="checkbox"/> Manufacturing                 |                                |
| <input type="checkbox"/> Capital  | <input type="checkbox"/> Sales Rep. in other countries | <input type="checkbox"/> Other |

Does your company have the budget for a trade mission?

Yes  No

Does your company have the potential to succeed exporting and have a positive impact on the regional economy?

Yes  No

What is your budget?

Who were you working with?

Dan Hendrix  Boon Tan  Denise Thomas  Melvin Torres  Trish Watkins

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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

Please affirm you will display the SBA logo in your both if you qualify and are given the AR STEP Grant:

I will display the SBA Logo  I will not display the SBA Logo

I affirm to the truthfulness, accuracy and completeness of the information provided on this form:

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Signature

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Date



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