



G-MAP
Global Market Access Program

Get your Goods on the Map



GLOBAL MARKET ACCES PROGRAM (GMAP) CHECKLIST

Please include each of the following items as part of your application:

1. Application Materials

Completed and signed Application Form, including Certificate of Statement

Export Plan (if required)

Supporting Materials

Executed Disclosure & Confidentiality Agreement (valid for one year)

Self-Representation Form (valid for one year)

Debarment Certification Form (valid for one year)

MissouriBUYS/MOVERS Registration (one time requirement)

E-Verify Memorandum (one time requirement)

Fly America Document (if applicable)

2. Additional documentation required after activity takes place

Itemized, paid receipts

Certificate of Tax Clearance Letter (provided by MO Department of Revenue, valid for 90 days)

Company Invoice to Missouri Department of Economic Development

Client Impact Statement



Get your Goods on the Map



GLOBAL MARKET ACCESS PROGRAM (GMAP) APPLICATION FORM

The Global Market Access Program (GMAP) offers Missouri small businesses cost-sharing opportunities to fund international marketing activities that will help to increase their export sales. Eligible activities include: trade shows, trade missions, foreign market sales trips, website and product translation, search engine optimization, localization, international marketing media design, subscription services of the US Department of Commerce, export training, and other export promotion initiatives deemed appropriate by the department. **All applications must be submitted at least 15 business days prior to the occurrence of all proposed activities.** Please be advised that not all applications will qualify or be approved for funding due to limited funds available.

PART A. – APPLICANT INFORMATION

Office Use Only - ID #: _____

Name of Applicant Business: <i>Business name must be consistent with the name registered in MO Buys/MOVERS.</i>			
Missouri Business Charter Number (to retrieve, please visit: https://bsd.sos.mo.gov/):			
Federal Employer I.D. Number:			
Contact Person:		Title:	
Street Address 1:		Phone Number:	
Street Address 2:		Fax Number:	
Alternative Address:		Mobile Number:	
City:	County:	State:	Zip Code:
Website:		E-mail:	
Number of Full-Time Employees in Missouri:		Year Established:	
Is this business an affiliate or subsidiary of another company? If yes, provide name of the parent company and location.			
Parent Company:		State:	Country:
Are the principal operations of the applicant located in Missouri? Yes No If no, please list the state.			
Is 51% of your product derived in the state of Missouri? ("Made in Missouri," products must have a content consisting of 51% or more of in- state produced or manufactured parts, labor and or value-added content or any combination thereof.) Yes No			
Please provide a brief profile of your company:			
Please indicate the range of your company's annual sales:			
Under US \$500K	US \$501K-US \$999K	US \$1M-US \$10M	US \$10M-US \$25M Over \$25M
Do you currently export internationally? Yes No			
If yes, what percent of your sales are through export? 0-15% 16-50% 51-75% 76-100%			

Industry Type: Advanced Manufacturing BioSciences Energy Solutions Financial & Professional Services		Health Science & Services Information Technology Transportation / Logistics Other		Please provide your NAICS code(s). NAICS: _____ NAICS: _____ NAICS: _____	
Type of Ownership (check one): S Corporation C Corporation Limited Liability Corporation Limited Liability Partnership Sole Proprietorship Partnership Cooperative Association Other (please specify)	Ethnicity of majority owner: Asian (other than Subcontinent) Black or African American Hispanic or Latino American Indian / Native Alaskan Native Hawaiian / Other Pacific Islander Subcontinent Asian White Two or more races Other	US Woman Owned Business? (51%+) Yes No Veteran Owned Business? (51%+) Yes No	Located in a rural area? Yes No Rural areas include any area that is outside of a metropolitan statistical area (MSA). MSAs have at least one urbanized area of 50,000+, plus adjacent territory that has a high degree of social and economic integration as measured by commuting ties.		

PART B. – INTERNATIONAL MARKETING ACTIVITIES & BUDGET

Activity Name:		
Type of Activity: Domestic Trade Show Foreign Trade Show Foreign Trade Mission Governor's Trade Mission	Foreign Market Sales Trip USDA/MDA Matchmaker Service USDOC Subscription Services (Gold Key) Market Media Design Export Training	Website and/or Product Translation Search Engine Optimization (SEO) or Localization Other:
City and Country Location(s):		
Date(s) of activity:		Date(s) of travel:
Which best describes your company's export status: New to Export <i>No export experience at all; Only "accidental" or "novice" exporting experience; or No export experience within the past 24 months.</i> Market Expansion <i>Expand into new country market(s); or Expand into a new region or new segment or new product line within an existing market.</i>		
Names and titles of your Missouri personnel who will participate in this activity:		
NAME		TITLE
1.		
2.		
3.		
Is there any other funding source available for this activity? Yes No If yes, please identify source:		
Please provide a brief statement explaining how funding for the proposed international marketing activity will assist in meeting the goals and sales objectives of your export plan. (2-3 sentences):		
What are your anticipated 12-month international sales specific to participating in the activity?		
How did you hear about our office/services?		

EVENT OBJECTIVES

Please rank objectives numerically with 1 being most significant, or mark N/A if not applicable.

Objectives	RANK
Finding initial agent/distributor/rep(s) for market(s)	
Finding replacement agent/distributor/rep(s)	
Immediate Sales	
Market Research/New Business Contacts	
Finding Joint Ventures Partner(s)	
Finding Licensee(s)	

EXPENSES TO BE REIMBURSED

List expenses for reimbursement of international marketing activities under GMAP, maximum reimbursement levels are included in budget section. Please enter the **full cost estimates** for each category.

Activity/Expense Category	Trade Show	DED or Governor's Trade Mission/Foreign Market Sales Trip	USDOC/MDA/ USDA/World Trade Center/ Other Activity	Export Training Program
Registration/ Participation Fee/Booth Construction/ Shipping Samples* *To trade shows and/or trade missions only	50% of actual cost +10% for Target Industry in a General Market, OR +20% for Target Industry in a Key Market. Max \$5,000	50% of actual cost +10% for Target Industry in a General Market, OR +20% for Target Industry in a Key Market. Max \$4,000	50% of actual cost +10% for Target Industry in a General Market, OR +20% for Target Industry in a Key Market. Max \$5,000 Trade Show, OR Max \$4,000 Trade Mission	50% of actual cost for registration or participation fee Max \$2,500
International Market Media Design	50% of actual cost Max \$2,500	50% of actual cost Max \$2,500	50% of actual cost Max \$2,500	Target Industries: Advanced Manufacturing, BioSciences, Energy Solutions, Financial & Professional Services, Health Science & Services, Information Technology, Transportation/ Logistics **Please see GMAP Guidelines. Total maximum funding per company per grant cycle: \$15,000.00
Website and Product Translation, Search Engine Optimization, Localization	50% of actual cost Max \$3,000	50% of actual cost Max \$3,000	50% of actual cost Max \$3,000	
US DOC Subscription Services (Gold Key)	50% of actual cost Max \$2,000	50% of actual cost Max \$2,000	50% of actual cost Max \$2,000	
Airfare**	50% of actual cost Max \$1,000	50% of actual cost Max \$1,000	50% of actual cost Max \$1,000	
Lodging**	50% of actual cost Max \$1,000	50% of actual cost Max \$1,000	50% of actual cost Max \$1,000	
Interpreter Service	90% of actual cost Max \$500	90% of actual cost Max \$500	90% of actual cost Max \$500	
International Patent Fees**			50-70% of actual cost Max \$10,000	

TOTAL

REIMBURSABLE/NON-REIMBURSABLE EXPENSES

The undersigned agrees to only submit qualified reimbursable expenses to DED for repayment. If any expenses are improperly submitted and subsequently paid as a result of an error, the undersigned will be subject to repayment penalties.

Specific reimbursable expenses include:

- Participation in trade show exhibition, including registration fees, standard booth space, standard build out;
- Participation in foreign trade missions and foreign market sales trips;
- USDOC subscription services (Gold Key);
- Airfare and/or lodging in conjunction with an approved activity above;
- Shipping samples in conjunction with participation in a trade show and/or trade mission only (max \$3,000 for shipping);
- Website and product translation into foreign language (one time per language), interpreter services, search engine optimization, and localization services;
- Design of international marketing media including brochures, social media platforms, websites, billboards, newspapers, posters, branding and advertising; and
- Participation in an approved export training program.

The following expenses will **not** be reimbursed:

- Employee salaries;
- Expenses for meals and entertainment, baggage, flight insurance, seat upgrades, passport and/or visas, immunizations, currency exchange, cellphones, COVID testing; travel rewards points;
- Printing/copying of printed materials;
- Purchasing of promotional items intended as giveaways;
- New product development or alteration of existing products; and
- Television and radio production.

Activities receiving funds from federal or other state sources are not eligible (i.e., funding cannot be combined). See GMAP Guidelines for additional details on reimbursable and non-reimbursable expenses.

PART C. – SELF REPRESENTATION

Please sign the Global Market Access Program (GMAP) Self-Representation Form which verifies the following:

The undersigned seeks funding from a state program.

For purposes of implementing the Global Market Access Program, the below operationally defines the term 'eligible small business,' as an entity that:

1. Has 500 employees or fewer;
2. Is licensed to do business in the State of Missouri and is in good standing with the Missouri Secretary of State;
3. Has been in business in Missouri for no less than 1-year on the date of application for funding*;
4. Is operating profitably in the US;
5. Has demonstrated export sales potential;
6. Has a strategic plan for exporting;**
7. Has 51% or more of Missouri produced or manufactured parts, labor, or value-added content or any combination thereof.

**Must have been issued a Missouri business charter by the Missouri Secretary of State for at least one year.*

***A copy of the applicant's export plan may be required to complete the application.*

PART D. – DEBARMENT CERTIFICATION

The State of Missouri DED requires all applicants of GMAP to certify their eligibility by signing the Debarment Certificate. Applicants are also required to verify their debarment status with the State of Missouri on the Debarred Contractors List at <https://oa.mo.gov/facilities/project-management/debarred-contractors>.

PART E. – MissouriBUYS

As a vendor using GMAP, companies are required to register their business with the Office of Administration through MissouriBUYS/MOVERS in order to receive reimbursement. The vendor registration portal is available on the MissouriBUYS website at <https://missouribuyss.mo.gov>.

PART F. – CERTIFICATION OF STATEMENT

THE APPLICANT CERTIFIES THAT:

1. To the best of the Applicant's knowledge and belief, the information contained in this application is true and correct and that supporting documentation for the claims and assertions made within this application is available to MO DED for review.
2. Submitting false or misleading information in connection with this application may result in the Applicant being found ineligible for participation in the **Global Market Access Program**.
3. **Global Market Access Program** funds will only be used for those activities included in the project budget, and the funds will not be used to replace funds from any other source.
4. A separate application must be received for each proposed project. The Applicant understands that the application must be submitted and approved by MO DED prior to the execution of all activities included in the application in order to qualify for reimbursement.
5. The Applicant will submit the SBA Self-Representation Form.
6. The Applicant will submit the SBA Debarment Form.
7. The Applicant will register with MissouriBUYS/MOVERS at <https://missouribuys.mo.gov/> prior to receiving a reimbursement.
8. To the Applicant's knowledge, there is no person who is actively engaged in the management of the Applicant who has been convicted of a felony, is currently under indictment for a felony, or is currently on parole or probation.
9. There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person who is engaged in the management of the Applicant that would have a material impact on the viability of the Applicant.
10. The Applicant is registered to do business in the State of Missouri and is found to be in good standing with the Missouri Secretary of State.
11. The Applicant is not delinquent with respect to any federal, state or local taxes or fees.
12. The Applicant has obtained or is capable of obtaining all necessary federal, state and local permits and licenses including valid passports, visas and other related international travel documents.
13. Neither the operations of the Applicant nor the receipt of State cost share funds would violate any existing agreements.
14. Certification and E-verify—By signing this application, the Applicant is also certifying that the organization does not employ illegal aliens (undocumented workers) and that the information contained in the application is true, correct and complete.
 - a. In addition to certifying that the applicant organization does not employ illegal aliens, all applicants must: 1) enroll in E- Verify, 2) confirm enrollment and participation in E-Verify on the Certification, and 3) provide supporting documentation.
 - b. E-Verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and the USCIS databases to verify the employment authorization of ALL newly hired employees.
 - c. The E-Verify Program, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment.
 - d. Employer participation in E-Verify is free. Access the E-Verify website at: <https://www.e-verify.gov/employers/>.

Print Name and Title

Signature

Date

Please sign and submit the application electronically to exports@ded.mo.gov.

CONTACT INFORMATION

Missouri International Trade & Investment Office

Department of Economic Development

301 W. High St, Ste 720, PO Box 118, Jefferson City, MO 65102 USA

Phone: 1-573-751-4855

Website: <https://ded.mo.gov/international-trade>

Email: exports@ded.mo.gov