



WHAT IS THE STEP GRANT?

The State Trade Expansion Program (STEP) Grant offers eligible Delaware businesses assistance to help launch or expand export activity. Grant funds can be used to reimburse Delaware businesses for up to 50 percent of all pre-approved, eligible, export marketing expenses, up to a maximum of \$7,000 per fiscal year, per company. Delaware companies can receive funding for a maximum of three times, per country market, in a five-year period.

ELIGIBLE EXPENSES

All submitted expenses must be pre-approved in your funding application by the Delaware Department of State. Delaware reimburses up to 50% of the following pre-approved eligible expenses for **one traveler per company**:

- Airfare (consistent with [Fly America Rules](#)¹, must be pre-approved)
- Ground transportation fees
- Baggage fees
- Parking fees
- Lodging (according to [federal foreign per diem rates](#)², must be pre-approved)
- Registration fees and booth space for trade shows
- Training Workshops (related to export policies, regulations and/or best practices)
- Trade mission fees
- Fees for U.S. Department of Commerce Services such as Gold Key Business Matchmaking Service, Single Company Promotions, International Partner Searches
- Currency exchange fees
- Fees for shipping sample products (capped at \$4,000)
- Cost of compliance testing an existing product for entry into an export market (capped at \$6,000)
- Export research tool subscription used to assist STEP Clients with market research (capped at \$2,000 per award year)
- Website translation into a foreign language, search engine optimization, and localization services (capped at \$6,000)
- Design of marketing media related to a trade mission or trade show (capped at \$8,000) commensurate with STEP's statutory objectives deemed appropriate and approved in advance by SBA (Examples include trade event publications, online advertising during a trade event, brochures, social media sales campaigns, table banners, event website advertising, billboards, newspapers, banners, and other print media)
- Export conferences, meetings, symposiums, or training programs that pertain to STEP's statutory objectives deemed appropriate and approved in advance by SBA
- Services from a local American Chamber of Commerce (AMCHAM)
- Procurement of a consultancy service (after consultation with the U.S. Department of Commerce)

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