

— PENNSYLVANIA. BUILT TO ADVANCE. —

The Pennsylvania Global Access Program

Program Guidelines



October 2014



*Funded in part through a Cooperative Agreement
with the U.S. Small Business Administration.*



Commonwealth of Pennsylvania
Tom Corbett, Governor

Department of Community & Economic Development



newPA.com

Table of Contents

Section I	General Information	1
A.	Program Purpose	1
B.	Qualification	1
C.	Qualifying Activities	2
D.	Eligible Expenses	2
E.	Ineligible Expenses	2
Section II	Application Filing Procedures	3
Section III	Reimbursement Procedures	3
Section IV	Review Process	4
Section V	Contact	4

Section I – General Information

A. Program Purpose

The Pennsylvania Global Access Program (GAP) is designed to enhance the capability of small to mid-sized Pennsylvania companies to increase export sales. GAP is administered by the Pennsylvania Office of International Business Development (OIBD) and provides up to \$3,500 per year to qualifying Pennsylvania companies to offset eligible expenses associated with specific export promotion activities. This program is funded in part through a grant award from the U.S. Small Business Administration.

B. Qualification

Assistance is limited to Pennsylvania companies that meet the following criteria:

- Operate a licensed business in Pennsylvania to manufacture, assemble and/or distribute a product, or provide an exportable service;
- Are in good standing with the Pennsylvania Department of Revenue and the IRS;
- Identify one or more specific, achievable, export initiatives requiring financial support;
- Agree to provide Regional Export Network Partner (REN) with export sales dollars resulting from the GAP-funded initiative and provide these dollars as soon as they become available;
- Meet the U.S. Small Business Administration's (SBA) definition of a Small and Medium-Sized Enterprise (SME). SBA defines an SME as an entity that:
 1. Complies with SBA's size standards found in 13 C.F.R. Part 121:
 - www.sba.gov/content/part-121-small-business-size-regulations-1
 - Follow the link to specific sections of C.F.R. 121
 - See §121.201 for specific size standards by NAICS codes
 2. Has been in business for at least one (1) year;
 3. Is operating profitably, based on its operations in the U.S.;
 4. Has demonstrated understanding of costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing and shipping; and,
 5. Has a strategic plan for exporting in effect.

C. Qualifying Activities

GAP is designed to provide flexibility and encourage the innovative use of funds to meet the specific international needs of Pennsylvania exporters.

Qualifying activities include:

- Overseas Trade Mission Participation
- Overseas Trade Show Participation
- Foreign Market Sales Trip
- Subscription to USDOC services

D. Eligible Expenses

Qualifying Expense Categories Are Restricted to the Following:

- Lodging – Room and Taxes only based on federal limits (http://aoprals.state.gov/web920/per_diem.asp)
- Ground transportation
- Translation / Interpreter Fee
- Trade Mission / Trade Show fees including but not limited to: registration fee, booth fee, equipment rental, and utilities
- Subscription to USDOC services (Gold Key, ICP, etc.)
- International marketing brochure development / Printing Costs

Where applicable, funding is limited to two company employees' participation in the GAP funded activity.

E. Ineligible Expenses

Expense categories ineligible for reimbursement include, but are not limited to:

- Airfare
- Meals
- Compensation, wages, or salary
- Alcoholic beverages
- Hotel amenities
- Phone and Internet usage
- Phone cards
- Capital goods, product samples and supplies
- Export training
- Shipping

Section II – Application Filing Procedures

- All GAP applications must be submitted through a Regional Export Network Partner (REN) to the GAP Administrator at least three (3) weeks prior to the activity for which funding is sought.
- All applications must include a recommendation from a REN partner and a signed Letter of Commitment.
- All applications must include a signed SBA ‘Eligible Small Business Concern’ form.
- No more than two (2) applications per company, per year.
- No less than \$1,000 in reimbursable expenses per application. Reimbursements will be based on completion of activity and all receipts compiled in one submission. No requests for partial reimbursement will be accepted.
- Financial assistance shall not exceed \$3,500 per company, per year.
- Up to two (2) activities can be included in one application as long as both activities are within 6 months of each other.
- Requests for changes to the approved activities must be submitted through the corresponding REN Partner to the GAP Administrator in writing at a minimum of two (2) weeks prior to the newly proposed activity start. The GAP Administrator shall make a decision and notify the REN Partner of approval/denial in writing.

Section III – Reimbursement Procedures

- **All receipts associated with approved activities must be submitted through a REN Partner to the GAP Administrator within forty five (45) days of activity completion.**
- Recipients must complete activities for which they have received funding within the timeframe outlined in the application.
- Funds are limited and subject to availability. Applications will be reviewed and funding decisions rendered on a first-come, first-served basis.

Assistance is subject to all terms and conditions contained in the GAP Guidelines and the submitted Application. Each year, the Department reviews funding options and guidelines and has the final authority in the allocation of funds. In addition, the U.S. Small Business Administration (SBA) will have an unlimited license to use data and written materials generated under this SBA grant, whether or not the materials are copyrighted.

Section IV – Review Process

All applications for funding will be evaluated by the OIBD Review Team using the following criteria:

Company Description *(15 points)*

Project Description *(50 points)*

Economic Impact *(20 points)*

Project Budget *(15 points)*

All applications that receive a score of 70 or higher will be granted the award (100 total points possible) subject to funding availability.

Section V – Contact

For more information about the Pennsylvania Global Access Program, please contact your REN representative or Jana New at DCED, Office of International Business (717) 265-7749.

PA Department of Community & Economic Development
Office of International Business Development
Attn: Jana New
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Email: jnew@pa.gov



GLOBAL ACCESS PROGRAM APPLICATION

Activity: _____

Amount Requested: \$ _____

COMPANY INFORMATION

COMPANY NAME:		PENNSYLVANIA VENDOR NUMBER:	
ADDRESS (INCLUDE STREET, CITY, STATE & ZIP)			
CONTACT PERSON:		TITLE:	
PHONE:	FAX:	E-MAIL:	
COUNTY:		NAICS CODE:	
WEBSITE:	FEIN:	STATE OF INCORPORATION:	
ANNUAL SALES:	INTERNATIONAL SALES:	YEARS EXPORTING:	
YEARS IN BUSINESS:	EMPLOYEES IN PA:	EMPLOYEES WORLDWIDE:	

COMPANY DESCRIPTION (15 POINTS)

PROVIDE A BRIEF, NON-TECHNICAL DESCRIPTION OF THE COMPANY'S PRODUCTS OR SERVICES AND APPLICATION(S).

PROJECT DESCRIPTION (50 POINTS)

DESCRIBE THE PROPOSED INTERNATIONAL MARKET ACTIVITY? INCLUDE START AND COMPLETION DATES.

ACTIVITY 1:

ACTIVITY 2:

HOW DOES THIS ACTIVITY SUPPORT THE COMPANY'S OVERALL GROWTH AND EXPORT STRATEGIES?

ACTIVITY 1:

ACTIVITY 2:

GLOBAL ACCESS PROGRAM APPLICATION

WHAT ARE THE EXPECTED RESULTS AND FOLLOW-UP PLAN ONCE THE ACTIVITY IS COMPLETED?

ACTIVITY 1:

ACTIVITY 2:

HAVE YOU RECEIVED FUNDING FROM ANY OTHER SOURCE FOR THIS EVENT/ACTIVITY? IF YES, PLEASE DISCLOSE DETAILS.

ACTIVITY 1:

ACTIVITY 2:

ECONOMIC IMPACT (20 POINTS)

WHAT IS THE ANTICIPATED CORPORATE IMPACT UPON SUCCESSFUL COMPLETION OF THIS ACTIVITY (E.G. INCREASED SALES, EMPLOYMENT, ETC.)? PROVIDE 3 YEAR PROJECTION.

ACTIVITY 1:

ACTIVITY 2:

HOW DOES THIS ACTIVITY BENEFIT THE COMMONWEALTH OF PENNSYLVANIA (E.G. USE OF LOCAL SUPPLIERS, PENNSYLVANIA PORT/AIRPORT, ETC.)?

ACTIVITY 1:

ACTIVITY 2:

GLOBAL ACCESS PROGRAM APPLICATION

PROJECT BUDGET (15 POINTS)

Expense Category	Estimated Cost
*Lodging (Room and Taxes only)	_____
Ground transportation	_____
Translation / Interpreter Fee	_____
Trade Mission / Trade Show related fees including but not limited to: registration fee, booth fee, equipment rental and utilities	_____
Subscription to USDOC services	_____
International marketing brochure development	_____
Other grant funding/subsidy received for this activity	_(_____)_
Total	\$ _____

* Expenses must follow federal guidelines available on the following website: http://aoprals.state.gov/web920/per_diem.asp

ACTIVITY 1

ACTIVITY:	
DATE (MM/DD/YY) - (MM/DD/YY):	LOCATION:

ACTIVITY 2

ACTIVITY:	
DATE (MM/DD/YY) - (MM/DD/YY):	LOCATION:

INFORMATION DISCLOSURE

I certify that the information provided in this application is true and correct. I agree to abide by the GAP program funding and reporting policies. I further understand that this information will be reviewed and is pending approval. This application must be signed or it will not be considered.

Signature of Authorized Company Official	Date
Print Name	



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