



Virgin Islands Economic Development Authority  
U.S. Virgin Islands State Trade Expansion Program (STEP)  
Application Form

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

Thank you for your interest in the V.I. Exports Program for small businesses which is a collaboration between the Government of the Virgin Islands, the V.I. Economic Development Authority and the granting organization the U.S. Small Business Administration.

### Allowable uses of STEP funds

STEP funds may be approved for export marketing, travel and training. It will be a shared cost with eligible small business concerns.

### Is your business eligible?

U.S. Virgin Islands businesses must meet the following criteria:

1. In operation for at least one year
2. In good standing with the U.S. Virgin Islands Internal Revenue Bureau
3. Demonstrates an understanding of the costs associated with exporting
4. Export products manufactured in the U.S. Virgin Islands
5. Willing to confidentially provide export sales data to the VIEDA for Federal reporting status
6. Are not presently debarred, suspended, proposed for debarment declared ineligible, or  
 voluntarily excluded from covered transactions by any Federal department or agency.

### Checklist (Please be sure to include ALL items listed below)

- Completed Application
- Copy of most recent Business License
- SBA Self-Representation as a Small Business Concern Form
- Letter of Good Standing from Corporations Trademarks

**IMPORTANT!** Please submit application and supporting documentation to:  
[ezc@usvieda.org](mailto:ezc@usvieda.org) SUBJECT LINE: STEP Grant Application

OR

#### By Hand Delivery

*St. Thomas Office*  
Nisky Shopping Center  
2nd Floor, Suite 620  
St. Thomas, U.S. Virgin Islands 00802

#### By Hand Delivery

*St. Croix Office*  
116 King Street  
Frederiksted  
St. Croix, U.S. Virgin Islands 00840

## APPLICANT INFORMATION

Company Name			
Contact Person:		Title:	
Street Address 1:		Phone Number:	
Street Address 2:		Fax Number:	
Alternative Address:		Years Established:	No. of Employees:
City:	Country:	State:	Zip Code:
Website:		Email:	

## PRODUCT/SERVICE INFORMATION

What are the product(s) or service(s) you wish to export?
How and where do you currently distribute your product?

## CAPABILITIES/EXPORT READINESS

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Does your company have a product or service that has been successfully sold in the domestic market?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does your company have or is your company preparing an international marketing plan with defined goals and strategies?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Does your company have sufficient production capacity that can be committed to the export market?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Does your company have the financial resources to actively support the marketing of your products in the targeted overseas market?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Is your company's management committed to developing export markets and willing and able to dedicated staff, time and resources to the process?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Is your company committed to providing the same level of services given to your domestic customers?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Does your company have adequate knowledge in modifying product packaging and ingredients to meet foreign import regulations and cultural preferences?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Does your company have adequate knowledge in shipping its product overseas such as identifying and selecting international freight forwarders and freight shipping costing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Does your company have adequate knowledge of export payment mechanisms, such as developing and negotiating letters of credit?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please insert/attach pictures and brochures of your product(s).



**CERTIFICATION**

The applicant certifies that completion of this application and/or acceptance into the VI State Trade Expansion Program (STEP) does not automatically entitle you or your organization to every service being offered. To the best of my knowledge and belief, the data in this application is true and correct and the supporting documentation for the claims and assertions made within this application is available to the Virgin Island Economic Development Authority for its review. The applicant understands that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for assistance under the State Trade Expansion Program (STEP).

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Print Name and Title	Signature	Date
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**RELEASE AUTHORIZATION**

I have authorized the Virgin Islands Economic Development Authority or its designee to conduct a full investigation into the background of the said enterprise. Therefore, you are hereby authorized to release any and all information pertaining to the said enterprise, documentary otherwise as requested by any employee or agent of the Virgin Islands Economic Development Authority or its designees, provided that he or she certifies to you that said enterprise has an application pending before the Economic Development Authority or the said enterprise is presently a licensee or registrant requirement to be qualified under the provisions of Title 29 VIC Chapter 12 701-726. This authorization shall supersede and countermand any prior requests or authorization to the contrary. A photostatic copy of this authorization will be considered as effective and valid as the original.

\_\_\_\_\_

Print Name and Title	Signature	Date
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Please circle the countries you would like to export to in the diagram below.

ASIA		AFRICA		CARIBBEAN	EUROPE		THE AMERICAS
Afghanistan	Micronesia	Algeria	Malawi	Anguilla	Austria	Monaco	Argentina
Bahrain	Mongolia	Angola Benin	Mali	Antigua & Barbuda	Azerbaijan	Montenegro	Belize
Bangladesh	Mongolia	Botswana	Mauritania	Aruba	Albania	Netherlands	Bermuda
Belarus	Nepal	Burkina Faso	Mauritius	Bahamas	Armenia	Norway	Bolivia
Bhutan	Oman	Rurundi	Morocco	Barbados	Belgium	Poland	Brazil
Brunei	Pakistan	Cameroon	Mozambique	Virgin Islands (British)	Bosnia-Herzegovin	Portugal	Canada
Burma	Philippines	Cape Verde	Namibia	Cayman Islands	Bulgaria	Romania	Chile
Cambodia	Qatar	Central African Republic	Miger Nigeria Twanda	Dominica	Croatia	Serbia	Colombia
China	Russia	Chad	Sao Tome and Principe	Dominican Republic	Cyprus	Slovak Republic	Costa Rica
East Timor	Saudi Arabia	Comoros	Senegal	Grenada	Czech Republic	Slovenia	Ecuador
Georgia	Singapore Sri	Congo	Seychelles	Haiti	Denmark	Spain	El Salvador
Hong Kong	Lanka Syria	Democratic Republic of Congo	Sierra Leone	Jamaica	Estonia	Sweedeen	Guatemala
India	Tajikistan	Cote d'Ivoire	Somalia	Montserrat	Finland	Switzerland	Guyana
Indonesia	Taiwan	Djibouti Egypt	South Africa	Netherlands Antilles	France	Turkey	Honduras
Iran	Thailand	Equatorial Guinea	Sudan	St. Kitts & Nevis	Germany	Ukraine	Mexico
Iraq	Turkey	Eritrea	Swaziland	St. Lucia	Greece	United Kingdom	Nicaragua
Israel	Turkmenistan	Ethiopia	Tanzania	St. Vincent & Grenadines	Hungary	Vatican City	Panama
Japan	United Arab Emirates	Gabon	Togo	Trinidad & Tobago	Iceland		Paraguay
Jordan	Uzbekistan Vietnam	Gambia	Tunisia		Ireland		Peru
Kazakhstan	Yemen	Ghana	Uganda	<b>OCEANIA</b>	Italy		Suriname
Kuwait		Guinea	Zambia	Australia	Latvia		Uruguay
Kyrgyzstan		Guinea-Bissau	Zimbabwe	New Zealand	Liechtenstein		
Laos		Kenya			Lithuania		
Lebanon		Lesotho		<b>OTHER</b>	Luxembourg		
Macau		Liberia			Macedonia		
Malaysia		Libya			Malta		
Maldives		Madagascar			Moldova		

CERTIFICATION		
<b>THE APPLICANT CERTIFIES THAT:</b>		
Completion of this application and/or acceptance into the State Trade Export Promotion (STEP) Program does not automatically entitle you or your organization to every service being offered.		
To the best of my knowledge and belief, the data in this application is true and correct and the supporting documentation for the claims and assertions made within this application is available to the U.S. Virgin Islands Economic Department Authority for its review.		
The Applicant understands that submitting false or misleading information in connection with this application may result in the applicant being found ineligible for assistance under the State Trade Export Program (STEP).		
_____	_____	_____
Print Name and Title	Signature	Date

RELEASE AUTHORIZATION		
I have authorized the Virgin Islands Economic Development Authority or its designee to conduct a full investigation into the background of the said enterprise. Therefore, you are hereby authorized to release any and all information pertaining to the said enterprise, documentary otherwise, as requested by any employee or agent of the Virgin Islands Economic Development Authority or its designees, provided that he or she certifies to you that said enterprise has an application pending before the Economic Development Authority or that said enterprise is presently a licensee or registrant requirement to be qualified under the provisions of Title 29VIC Chapter 12 701-726. This authorization shall supersede and countermand any prior requests or authorization to the contrary. A photostatic copy of this authorization will be considered as effective and valid as the original.		
_____	_____	_____
Print Name and Title	Signature	Date