

Submit Applications by email to: stepspp@sasktrade.sk.ca

Company Profile

Company Name: _____
(include operating name if different from legal name)

Address: _____

Telephone: _____ E-Mail: _____

Web Site: _____

Contact: _____ Title: _____

Is the business incorporated? Yes No Years in business in Saskatchewan: _____

**Applicants may be asked to produce a copy of certificate of incorporation or other supporting documentation*

List any related companies: _____

Number of Saskatchewan based employees: Full time: _____ Part time: _____ Seasonal: _____

Market Profile

Are you currently exporting, if yes to what markets (geographic locations)?

Within Canada: Yes No If so, what provinces: _____

Outside of Canada: Yes No If so, what states/countries: _____

Do you have a formal sustainability strategy? Yes No (you may be asked to provide a copy of this strategy)

Sustainability Focus

Product/service profile as it relates to sustainability:

Project Description (that the funding would be used for)

Name of Activity _____
 Are you participating on a STEP trade mission? Yes No Are you exhibiting at this event? Yes No
 Have you ever attended/ exhibited at this event before? Yes No If so, which year(s)? _____
 Where is the Activity? _____ When is the Activity? _____
 Web site of Activity (if applicable): _____
 Who from your company will attend? _____
 Are these representatives full time employees? Yes No

Explain in specific detail how this activity or event highlights or requires companies who participate to have a sustainability narrative.

Explain in detail how your company will be promoting sustainability or a sustainable product at this event.

Business Development Objectives for Activity - Seeking:
 Direct Sales Dealers Distributors/Wholesalers Agents/Brokers Joint Venture
 Other: _____

Anticipated Results:
 Sales (\$) within the next 12 months: _____ # of Contacts: _____ # of Sales Leads: _____
 Departure date: _____ Return date: _____

Estimated Budget: Detail your costs associated with this event: (In Canadian dollars)

*List all costs (estimates) which you expect to incur in order to participate. **Please note not all costs are eligible for reimbursement.**
 *Return airfare for flights that originate in destinations other than Saskatchewan will not be reimbursed.

Flights or Mileage		Trade Show Space	
Accommodations		Trade Show Booth Furnishings	
Meals		Freight, Rentals & Services	
Other		Material Translation	
Specify Other			
			Total

Application Agreement

Yes No Our company is in compliance with all required municipal, provincial and federal regulations, licenses and certifications. (examples may include: business licenses, GST, CGC certification)

Have you applied or will you be applying for any other federal or provincial funding for your participation in this event?

Yes No If yes, what program? _____

A completed application must be received 45 days prior to the activity for evaluation and processing.

Contract Conditions:

1. This application becomes a valid contract when signed by the applicant and approved by Saskatchewan Trade & Export Partnership.
 - a. Misrepresentation of any information as provided on this application or any supporting documentation may result in the return of funds to STEP as well as applicant company restricted from any future application or use of funds.
2. STEP reserves the right to refuse applications, to determine products and services eligible and to determine the scope of assistance. Only products or services in which there is a minimum of 50% Saskatchewan content are eligible. (Proof of Saskatchewan content may be requested)
3. Applicants for trade show/event assistance shall comply with and abide by the rules and regulations of any trade show and local building and trade union agreements.
4. The applicant indemnifies STEP from any liability whatsoever.
5. **CLAIMS FOR PAYMENT – Within twenty-one (21) days of project completion, the applicant company must submit to STEP the Evaluation form and the proof of payment for eligible expenses incurred in relation to the event.**
(Copies of invoices, receipts, cancelled cheques, bank statements are acceptable).
 - a. **Upon receipt of all required documentation, reimbursement will be issued by EFT within four weeks in Canadian dollars.**
 - b. **The EFT will be sent out to the company/legal entity, not the individual.**
 - c. **If the applicant is unable to meet the conditions and timelines noted above, then he/she will be considered in default of the program, his/her eligibility will be rescinded and he/she will not receive reimbursement.**

On behalf of my company, I hereby make application for financial assistance as described in the application form, and agree that if the application is approved, I will comply with the terms and conditions of the contract.

Date: _____ Company: _____

Signed: _____ Title: _____

FOR STEP USE ONLY:

Application Approved 50% Funding

Senior Vice President, Marketing & Membership Development Date

Vice President, Trade Development Date

Director – Trade Development Date

Application Declined

Explanation of Denial Date

CONFIDENTIALITY NOTICE: The information gathered from this form is intended only for internal office use only under the STEP Sustainability Promotion Funding. All information gathered will be kept confidential and for evaluation purposes only.