





Submit Applications by email to: stepmap@sasktrade.sk.ca				
Company Profile				
Company Name: (include operating name if different from legal n	name)			
Address:				
Telephone:				
Website:				
Contact:				
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 emp				
	. art inn			
Market Profile				
Are you currently exporting, if yes to w	hat 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 market plan strategy? Yes ☐ No☐ (you may be asked to provide a copy of this strategy)				
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Financial Profile				
	Current Year	Previous Year		
Annual Saskatchewan Sales		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Annual Export Sales (outside Sask.)				
Total Annual Sales				
Percentage of sales generated by Saskatchewan facilities				

Products/Services Profile:





Project Description (that the funding would be used for)				
Name of Activity				
MAP funding being sought: □ 50% funding (initial visit to new market) □ 30% funding (return visit to new market)				
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)?				
Have you made sales into this market in the past 24 months? Yes □ No□ If yes, amount of sales:				
Where is the Activity? When is the Activity?				
Website 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 represents a new market or new market segment for your firm.				
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Explain in detail how this activity will fit into your export business plan/objectives.				
Explain in detail now this activity will not into your export business plantobjectives.				
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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				
Specify Other 1				





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?				
	ed 45 days prior to the activity for evaluation and	processing.		
 Contract Conditions: 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. STEP reserves the right to refuse applications, to determine products and services eligible and to determine the scope of assistance. Online 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:				
Premium Member □ Yes □ No	Application Approved □ 50% Funding	☐ 30% Funding - 1st		
		□ 30% Funding - 2 nd		
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 Market Access Program (MAP). All information gathered will be kept confidential and for evaluation purposes only.