

Submit Applications by email to: [stepmap@sasktrade.sk.ca](mailto:stepmap@sasktrade.sk.ca)

The STEP Materials Translation Program supports translation activities for STEP Members to better promote themselves in foreign markets. The program supports the translation of materials that can be used to adapt or enhance marketing tools and provide foreign language availability.

### GUIDELINES:

- Program support is 50% of eligible costs to a max of \$500 CAD per member, per fiscal year.
- Eligible costs are the translation service fees for STEP member marketing materials/text/resources into foreign languages such as business cards, corporate brochures, catalogues, pop-up banners and/or, website pages.
- Covers translation services only – NOT production, design, printing or procurement of marketing materials or items.
- Services need to be provided by a certified translator service or 3<sup>rd</sup> party. The program does not cover in house activities or employee salary. Costs must be incremental.
- Cannot be combined with translation expenses submitted under the STEP Market Access Program

### Applicant Information:

Company Name: \_\_\_\_\_

(include operating name if different from legal name)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Is the business incorporated? Yes ☐ No ☐ Years in business in Saskatchewan: \_\_\_\_\_

### Project Description (that the funding would be used for)

Language of Translation – From English to: \_\_\_\_\_

Types of Materials to be translated:

- |                                   |   |                                       |                                       |
|-----------------------------------|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Business Cards       | <input type="checkbox"/> Catalogue    | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Webpages | <input type="checkbox"/> Trade Show Resources | <input type="checkbox"/> Other: _____ |                                       |

Estimated project completion date: \_\_\_\_\_

Explain in detail how this activity will enhance your marketing objectives or goals in a foreign market:

### 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 to cover these costs?

Yes ☐ No ☐ If yes, what program? \_\_\_\_\_

#### 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.
3. The applicant indemnifies STEP from any liability whatsoever.
4. 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

Angela Krauss \_\_\_\_\_  
Senior Vice President, Marketing & Membership Development \_\_\_\_\_ Date

Jeff Cooper \_\_\_\_\_  
Vice President, 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 Translation Program. All information gathered will be kept confidential and for evaluation purposes only.