

Submit Applications by email to: 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 3rd 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:

- Brochure Business Cards Catalogue Social Media
 Trade Show Resources (banners, skirting, backdrops) Webpages
 Other:

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 _____ Date _____
Senior Vice President, Marketing & Membership Development

Jeff Cooper _____ Date _____
Vice President, Trade Development

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.