



# Michigan's State Trade Expansion Program (MI-STEP)

**Applications must be received a minimum of three days prior to activity start date.**

Applications received two days or less in advance are **not eligible** and will not be processed or approved.

## GENERAL INFORMATION

MI-STEP is designed to spur job creation by empowering Michigan small businesses to export their products. The program has three primary objectives:

- Increase the number of Michigan small businesses that export
- Increase the dollar value of Michigan exports
- Increase the number of Michigan small businesses exploring significant new trade opportunities

**MI-STEP applications are accepted annually  
October 1–September 15.**

## ELIGIBILITY

Up to \$15,000 in assistance to offset 75% of approved expenses per fiscal year. Michigan companies must meet the following eligibility criteria to qualify for MI-STEP funds:

1. Be in accordance with Small Business Administration (SBA) guidelines and size standards: [www.sba.gov/content/small-business-size-standards](http://www.sba.gov/content/small-business-size-standards)
2. Demonstrate an understanding of the costs associated with exporting and doing business with foreign purchasers, including the costs of freight forwarding, customs brokers, packing, and shipping, per SBA guidelines
3. Demonstrate potential for export success and positive impact on the regional economy
4. Provide an EIN linked to a Michigan address
5. Be in good standing with the Michigan Department of Treasury and other regulatory agencies
6. Must be an export-ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content

## ALLOWABLE USES

Program guidelines reflect federal STEP grant guidelines. Funds may be approved for export marketing-related activities including:

1. Participation in foreign trade missions
2. U.S. Department of Commerce services
3. International website design, development, and translation; search engine optimization and localization maintenance and monitoring; e-commerce fees including hosting and maintenance
4. Design and translation of international marketing media, including social media and digital ad placements
5. International trade show participation
6. Foreign sales trips
7. U.S.-based international trade show participation
8. Participation in export training workshops
9. Reverse foreign buyer missions (meeting space/audio visual)
10. Cost of compliance testing and/or international certifications for an existing product for entry into an export market
11. Sample product shipping
12. EXIM export credit insurance premiums

## EXPENSE/REIMBURSEMENT LIMITATIONS

- Meals, entertainment, cell phone charges, gifts, and personal expenses are ineligible
- Passport and visa fees are ineligible
- Immunization expenses are ineligible
- Travel reimbursement is limited to two (2) company employees who must be U.S. citizens
- Flights must adhere to Fly America/Open Skies agreements. Only economy flights are eligible for reimbursement
- Fees for shipping products to be sold in market are ineligible
- Mileage is reimbursable at the federal per diem rate—no gas receipts, unless used with a rental car
- Printing materials/services are ineligible

**To get started, complete the [online intake form](#)  
or contact your regional [international trade manager](#).**