

# Domestic Trade Assistance Grant



## FAQ

### **How long does it take to fill out a DTAG application?**

The online application usually takes between 15 to 30 minutes to fill out. In addition to basic information about your business, you will need to provide a detailed description of the proposed activity, targeted consumer, total estimated cost, and how you plan to build your domestic export capacity from the activity. We recommend you contact Tammy Knight, Maine Made Program Manager before submitting an application to discuss all required information to expedite the approval process.

### **Will I receive money up front once my application is approved?**

No. DTAG awards are reimbursements, which means that you must cover 100% of activity costs up front. When the activity is complete, you must submit paid invoices and other required documentation. After you have submitted documentation, you will receive reimbursement payment within 60 days.

### **What is the timeline for a Domestic Trade Assistance Program Award?**

#### **1. 1st of every month APPLICATIONS DUE**

Note: Those that are received after the 1st will be reviewed the following Month.

#### **2. 1st week of the month. APPLICATIONS are reviewed for completeness.**

#### **3. 3rd week of the month Committee makes award recommendations to Maine Made**

#### **4. 4th week of the month Maine Made notifies approval to all awardees and issues contract.**

*Note:* After your application is approved, you must conduct the activity within the timeframe stated and submit all required documentation (e.g., paid invoices, copies of meeting schedules, post-activity survey). Once Maine Made has received all required documentation, reimbursement payments are made within 60 days. In addition to the post-activity survey, Maine Made will conduct confidential surveys at 6 and 12 months following the activity. (Continued)

## FAQ Continued

### Is there a match requirement?

Yes. There is a 25% match required from your business, and the reimbursement payment covers 75% of eligible activity costs. For example, to receive a \$6,000 reimbursement, you would need to submit at least \$8,000 in paid invoices or similar required documentation (\$2,000 match with \$6,000 grant reimbursement).

### What are the activity categories for grants?

The four categories are: Trade Show Assistance, Wholesale Development, Market Collateral Development, and Digital Marketing. You will need to select the activity category(ies) in your application. If the category for your activity is uncertain, we recommend that you speak with Maine Made before completing the online application.

### Can my activities have occurred prior to making application?

The allowable timeframe for eligible activities is October 1, 2022 through June 30, 2024; provided that you are able to directly link an impact from the COVID pandemic to the activity and that no other Federal funds have been used for the activity i.e., MERC, EIDL, PPP, Maine SBDC Micro Enterprise, etc.

### Can an activity focus on a region or does it have to be a specific state?

You may focus on a region i.e. West Coast, New England, specifically where a wholesale trade show is your activity or a specific target market for a marketing/social media campaign.

### Can I include more than one activity on the application?

Yes. Businesses are limited to \$30,000 of DTAG funding, which may be a combination of separate activities, but no more than five tradeshows overall.

### Do all the activities need to take place by June 30, 2024?

Yes, activities must take place by June 30, 2024. All requests for reimbursement must be received and processed by September 1, 2024.

### What documents should I submit for reimbursement?

Paid invoices or similar documentation showing that all activity payments have been made are required. Invoices need to include a description of what the costs were and must relate to the activity description in your application. More specific details will be provided upon award notification.

### What if I don't have my UEID when I submit my application?

If you have attempted to register your UEID number with SAM.gov but have received a message stating your request requires further review, ***you can still proceed*** with your DTAG online application. In the online application, in the field that asks for your UEID number, you can instead type "In Progress" or "0" to flag our system that you are still waiting for your UEID number.

**If you take this approach**, you must email Maine Made at [grants@mainemade.com](mailto:grants@mainemade.com) with your UEID number as soon as you receive it. It is important to note that while Maine Made can accept your application for review without your UEID number, we cannot disburse any grant funds to your business unless you have provided us with your UEID number.

### Is this a first come, first served with respect to applications and available funding?

With limited funding available, we will review and award completed applications in the order in which they are received. Once our allotted funding has been obligated, we will freeze the application process. (Continued)

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Should more funds become available, we will notify members and reopen the application process.

**If I don't use all the funds requested can I reapply for a different show or activity?**

No, funds will be reserved for the activities you designate in your application and the activities must be completed by June 30, 2024. Any unused funds may be reallocated.

**What happens if my costs are more/less than what I stated on the application?**

If your costs are less, you are still required to match the activity with 25% of your own funding. Unused funds may be reallocated to the program.

If your costs exceed the estimates provided in your application, we are only be able to reimburse funding at the levels that have been indicated in your application.



**Other questions?**

Please contact us via email: [Grants@mainemade.com](mailto:Grants@mainemade.com)