Required Documents to Apply for Louisiana STEP Grant Program

Applicants for the STEP program are required to complete, sign and submit the following forms to the Louisiana SBDC.

☐ **SBA Form 641**

This will register the client with the local Louisiana Small Business Development Center (LSBDC). The LSBDC will qualify companies as a SBA defined small business and as being Export Ready. The 641 form should be forwarded to your local LSBDC. This link lists the regional LSBDC offices. http://www.lsbdc.org/locatecenter.php

☐ **STEP Program Release Form**

This form must be signed to grant permission for the LSBDC to share this information with Louisiana Economic Development (LED) for purposes pertaining to providing services through the State Trade and Export Promotions grant program.

☐ **Export Intake Assessment Form** (If already exporting, skip this form)

This questionnaire highlights characteristics common to successful exporters. The questions will help to assess export readiness and identify areas the business needs to strengthen to improve its export activities.

☐ **Self-Representation as an "Eligible Small Business Concern" Form**

This form is used to verify if the company meets SBA's eligibility requirements to receive STEP grant funds.

☐ **SBA 1624 Debarment Certification**

This form states neither the company nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

☐ **W9 Form (Blank Form)**

Form required to set up an account to reimburse your company.

☐ **Electronic Funds Transfer (Blank Form)**

Should you want to electronically transfer funds directly into your bank account. If you choose this you must submit a **voided blank check.**

☐ **Schedule an Appointment**

Visit http://www.lsbdc.org/locatecenter.php to locate the LSBDC near you, then call to make an appointment with an LSBDC business consultant.

When the LSBDC has verified eligibility and qualified the company, the applicant is responsible for providing the following to Louisiana Economic Development (LED).

- If company is incorporated, **a Board Resolution**
- If company is an LLC, **Articles of Organization**

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Louisiana SBDC www.lsbdc.org

LED LOUISIANA ECONOMIC DEVELOPMENT

U.S. Small Business Administration SBA Your Small Business Resource