



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

As of October 15, 2026 - MI-STEP applications **should be submitted at least 10 business days prior to the travel or activity start date taking place**. Application **MUST** be received a minimum of five (5) business days prior to the travel or activity start date taking place. **Applications that do not meet this submission requirement will not be processed for review and will be ineligible.**

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:

1. Increase the number of Michigan small businesses that export
2. Increase the dollar value of Michigan exports
3. Increase the number of Michigan small businesses exploring significant new trade opportunities

FY27 MI-STEP applications will be accepted October 15 - 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
2. Is organized, incorporated and operating in the United States.
3. Has been in business for not less than one (1) year
4. 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
5. 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
6. Be in good standing with the Michigan Department of Treasury and other regulatory agencies

7. Demonstrate potential for export success and positive impact on the regional economy
8. Be able to provide, upon request, a copy of a Michigan LARA annual report filing **or** a copy of sole proprietorship or limited partnership filing from the county registrar's office
9. Provide an EIN linked to a Michigan address
10. Be able to demonstrate minimum gross annual revenue of \$100,000
11. Be a full-time means of employment
12. Demonstrate a competitive advantage and capability of entering international markets against local products and services
13. MI-STEP program utilization is not guaranteed and is subject to past performance, program compliance, return on investment (ROI) and a demonstrated export growth need as detailed in the export strategic plan

INELIGIBLE APPLICANTS - INCLUDES BUT IS NOT LIMITED TO:

1. Business acting as intermediaries for other companies
2. Law firms
3. Consulting agencies
4. Wholesale distributors of imported products
5. Multi-level marketing - direct sales or network marketing companies
6. Real estate developers
7. Companies, organizations or individuals recruiting foreign direct investment
8. Logistics firms



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

ALLOWABLE USES

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

1. Participation in foreign trade mission
 - Participation fees
 - Basic economy airfare (aka main cabin/coach) and lodging expenses at the nightly federal per diem rate (maximum lodging rate)
2. Participation in international trade shows
 - Booth space fees, associated booth space expenses i.e. electrical, furniture, carpet
 - Basic economy airfare (aka main cabin/coach) and lodging expenses at the nightly federal per diem rate (maximum lodging rate)
3. Participation in foreign market sales trips
 - All foreign market sales trips will require a detailed itinerary that will need to be attached to the application
 - Basic economy airfare (aka main cabin/coach) and lodging expenses at the nightly federal per diem rate (maximum lodging rate)
 - USCS Gold Key services
4. Design and translation of **international** marketing media, including social media and digital ad placements
5. Cost of compliance testing and/or international certifications for an existing product for entry into an export market
6. Sample product shipping

EXPENSE/REIMBURSEMENT LIMITATIONS

1. Meals, entertainment, cell phone charges, gifts, and personal expenses are ineligible
2. Passport and visa fees are ineligible
3. Immunization and COVID-related testing expenses are ineligible
4. Travel reimbursement is limited to two (2) company employees who must be U.S. citizens
 - Proof of full-time employment may be required for traveling spouses and family members. Acceptable proof of full-time employment is an official employment verification letter (VOE) printed on company letterhead, signed by a human resources or payroll manager, and paired with recent pay stubs or a W-2.
 - Flights must adhere to Fly America/Open Skies agreements.
 - Only economy flights are eligible for reimbursement
5. **Flight eCredits are ineligible**
6. Fees for shipping products to be sold in market are ineligible
7. Ground transportation including, but not limited to, mileage, taxis, Ubers, trains, and rental cars are ineligible
8. Printing materials/services are ineligible
9. Give-aways, promotional items, clothing, etc., are ineligible
10. Conferences, annual meetings, and symposiums are ineligible
11. Annual membership fees and dues are ineligible
12. Reimbursements are subject to funding availability on a first-come, first-served basis, regardless of application approval status

To get started, complete the online intake form or contact your regional international trade manager.



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION



Funded in part through a grant with the
U.S. Small Business Administration