

For Internal Use Only

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Date Received

Total Award Amount

MONTANA FOREST PRODUCT MARKETING & EXHIBITOR GRANT APPLICATION

This form cannot be saved online. If you wish to keep a copy to complete or save for later, do a "Save As" to your own computer.

If you require more space to fully answer a question, complete your response on a separate sheet of paper and attach to this document.

No area should be left blank. Any application received with missing/incomplete information will automatically be returned to the Applicant for completion.

If you have questions about certain areas on the forms contact Angelyn DeYoung at 406-841-2783 or adeyoung@mt.gov.

Review the [Grant Program Guidelines](#) prior to submission.

APPLICANT INFORMATION

Company			
Contact		Phone	
Address		City, State, Zip	
Email		Website	

PRODUCT INFORMATION

List the product/s or service you will market or exhibit	
How do you plan to fulfill the additional orders you may receive as a result of this marketing or exhibition?	
Explain how your business impacts the state economy	e.g. provides jobs, uses local materials, etc.
How many employees work for your company including yourself?	

CURRENT MARKETING STRATEGY

Geographic Markets (areas you are currently selling in)	e.g. local, Montana, Northwest US, National, International, etc.
Type of buyers	e.g. wholesale, distributors, manufacturers, retailers, consumer/public, etc.
Promotional methods	e.g. word of mouth, print advertising, radio advertising, direct marketing, website, events/trade shows, etc.

GRANT APPLICATION ACTIVITIES

This grant application may be used to apply for up to 2 eligible activities, and only the information pertinent for chosen activities is required in this application. However, applicants are encouraged to consider participating in and applying for a grant for both activities, as they make sense for the applicant, products, and proposed market(s).

TO APPLY FOR ACTIVITY 1: MARKETING

What marketing materials and media are you creating or updating? (Check all that apply)			
website design / update and web hosting service (describe and provide URL)	e.g. www.company.com , creating website for the first time		
Marketing materials: graphics, banners, signs, brochures, handouts, etc. (describe)	e.g. updating promotional brochures and trade show booth backdrop		
Other:			
Project start date		Expected project end date	
Who will do the creation / updating?			
Company		Website	
What will the creation / updating cost?			
Creation / updating production	\$		
Printing (if applicable)	\$		
Other	\$		
TOTAL	\$		
X 50%	Cannot exceed \$2,000		

TO APPLY FOR ACTIVITY 2: EXHIBITOR ASSISTANCE

CONFERENCE / EVENT EXHIBITION INFORMATION

Conference / Event Name		Location		
Dates		Type of conference / event	e.g. architecture or builder conference	
Number of exhibitors		Number of buyers		
What is the show's target market area?	e.g. Montana, Northwest US, Canada, etc.			
Conference / event website				
Will you be sharing the exhibit booth with another business?			<input type="checkbox"/>	Yes
			<input type="checkbox"/>	No

CONFERENCE / EVENT EXHIBITION HISTORY

Have you exhibited at this conference / event before?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you exhibited at other conferences / events before?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Where and when?				

CONFERENCE / EVENT EXHIBITION GOALS

(Make them specific, measurable, attainable, realistic, and have a timeframe/deadline; i.e.)

Based on the information you have presented so far, how does this conference / event fit into your current strategy?	e.g. this event hosts the type of buyers that we need to grow our company into the northwest US
Goal #1	e.g. To generate 50 leads from new prospects to be converted into 10 sales by January 1
Goal #2	e.g. To release new product line into the northwest
Goal #3	

CONFERENCE / EVENT BUDGET

Click twice on the "Conference / Event Budget" below and only enter information into the yellow highlighted areas, in order to calculate the estimated costs. When finished, click out of the budget area to close the Excel budget form.

If this does not work, you can print off the budget and fill it in manually.

CONFERENCE / EVENT BUDGET																																																																							
<p>List estimated expenses below: (Mark N/A for services/items that do not apply). If cost falls under 'Other,' in any category, please explain what the funds will be used for in the space next to 'Other'.</p>																																																																							
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TOTAL APPROVED MARKETING AWARD (not to exceed \$2,000)

TOTAL APPROVED CONFERENCE / EVENT AWARD (not to exceed \$2,000)

GRAND TOTAL AWARD AMOUNT (not to exceed \$2,000 total)

CERTIFICATION

On behalf of the organization identified in this application, I certify that the submitted application meets all the eligibility requirements for the Montana Department of Commerce Forest Product Marketing and Exhibitor Assistance Program.

I understand that no funds will be awarded to a project that is completed prior to written or electronic approval notification by the Office of Trade & International Relations of the Montana Department of Commerce.

The applicant hereby certifies:

- A. That the applicant will comply with all applicable laws and regulations prohibiting discrimination on the basis of race, sex, religion, national origin, age, or handicap.
- B. The applicant is aware the Department must comply with certain state requirements, which may impact proposed projects. Department funded projects must comply with all federal, state and community licenses, permits, laws and regulations.
- C. To the best of my knowledge and belief the information contained in this application is true and correct and the governing body of the applicant has duly authorized the documentation.

Signature (required)

Name (printed)

Title

Date

Return the completed application to:

Angelyn DeYoung, International Trade Manager
Office of Trade & International Relations
Montana Department of Commerce
PO Box 200505
301 S. Park Avenue
Helena, MT 59620-0505

Voice: 406-841-2783 Fax: 406-841-2731
adeyoung@mt.gov



[Click here](#) for helpful exhibiting and trade show tips.