

## **K-GLOBE OVERVIEW**

The Kansas Global Business Expansion Program ("K-GLOBE") is run by the International Division of the Kansas Department of Commerce. It assists Kansas-based companies boost their export business by showcasing products at foreign trade shows and carrying out export-related marketing activities. Eligible businesses are those with their headquarters in Kansas, whose products or services either originated in Kansas or underwent substantial value-added processing in the state.

## **K-GLOBE PROGRAM BENEFITS**

- Businesses approved for K-GLOBE qualify to receive 50% reimbursement, up to \$10,000 annually, for eligible direct expenses regardless of previous awards.
- A list of eligible activities and expenses can be found on Page 3 of the document.
- K-Globe application can be used for one single or multiple activities.

## **K-GLOBE Program Requirements**

- Businesses with their headquarters in Kansas and must have been in business for at least one (1) year or businesses whose products or services underwent substantial value-added processing in Kansas.
- Applications must be submitted at least 45 days before the start of eligible activities.
- The K-GLOBE Reviewing Committee will visit the first-time K-GLOBE applicant business.
- Businesses must apply for, be approved, and return the K-GLOBE contract before attending a funded eligible activity.
- Applicants agree to provide additional information to Commerce upon request to substantiate their application.
- The International Airfare and Overseas Lodging are eligible when the company exhibits at an approved Kansas Global Business Expansion Program (K-GLOBE) events.
- When applying for a trade show exhibition:
  - ❖ The trade show must be held outside the United States.
  - ❖ The business must be a first-time exhibitor at the trade show for which it is applying, or it must have a new technology or product being introduced into that market for the first time.
  - ❖ At least one (1) full-time employee must work at the trade show.
- When applying for a foreign sales trip:
  - ❖ At least one (1) full-time employee must travel on the trip.
  - ❖ The trip will depart from Kansas Airport (MCI included).
- If approved, a DocuSign envelope with the Approval Letter and K-GLOBE Contract will be emailed to the individual listed as the business contact on the original application.
- The business contact must review and sign the DocuSign envelope.

## **How to Apply to K-GLOBE**

Apply on the Kansas Commerce website via this [LINK](#) and complete the submission at least 45 days before the event. The application will ask for details in three (3) basic categories.

1. General Company Information
2. Activity Details
3. Estimated Expenses

## **K-GLOBE REIMBURSEMENT**

- Once a business has applied for and been approved for K-GLOBE, has attended the activity, and incurred the pre-approved expenses, they are eligible for reimbursement.
- Businesses must submit a post-show report and an expense report to receive reimbursement.
- All requests for reimbursement and accompanying documentation must be sent to the Kansas Department of Commerce within 45 days of the activity's end date.
- Please note that due to fiscal year limitations, the final opportunity to submit reimbursements will be June 15, even if the 45-day window from the last day of the activity falls after June 15th.

## **STEPS FOR REQUESTING REIMBURSEMENT**

Required documents:

- Businesses may submit all required documentation via the reminder link.
  - A completed post-activity report form. The form will be sent, along with the DocuSign package of the Approval Letter and K-GLOBE Contract, to the individual listed as the business contact on the original application.
  - An itemized summary of reimbursable expenses on business letterhead. For each itemized expense, the following documentation must be attached:
    - Description of the expenses
    - Vendor's invoice
    - Proof of payment (Bank wire transfer, check, or credit card receipt)
    - If applicable, expenses denominated in a foreign currency must include the established U.S. exchange rate

Please note:

- No reimbursement will be made until both the post-activity report and the itemized expenses summary with supporting documentation are submitted.
- No reimbursement procedure will proceed without proof of payment.

## **ELIGIBLE EXPENDITURES**

- Trade Show
- Booth space
- On-site booth space design and/or construction
- Booth assembly and disassembly
- Booth furniture and/or equipment rental
- Translation fees for business literature or business cards to be displayed at trade show
- Visas for those attending the trade show on behalf of the company
- Other directly related activity expenses can be submitted for consideration but must be noted on the original application and approved by the K-GLOBE program
- Foreign sales trip
- International airfare (50% of cost up to \$1,000/person/ trip)

- Overseas lodging (50% of cost up to \$750/person/trip)
- Transportation of products (including airline luggage fees)
- Interpreter fees for the trip
- Compliance management
- Database subscriptions for market research (first year)
- Foreign product certifications
- Industry association memberships (first year)
- Letter of credit processing fees
- Market research and consultation
- New foreign-language company brochures and sales materials
- Business website localization
- Non-STEP-funded trade missions
- Translation and interpretation services
- Other activities may be considered

### **INELIGIBLE ACTIVITIES:**

- Meals, beverages, and other personal expenses
- Hospitality
- Promotional or giveaway items
- Mileage for private or company vehicles
- Compensation/wages for employees, sales agents, and distributors
- STEP Activities
- Construction of portable booth displays

### **DISQUALIFICATION OF CONTRACT**

K-GLOBE contracts will be voided, and no reimbursement will be processed, should any of the following occur:

- The state of Kansas discovers the information provided on the original K-GLOBE application or the reimbursement request was false or fraudulent.
- The business has already received the maximum amount of funding allowed (\$10,000) within the current fiscal year.
- The business fails to return the signed contract within 14 days of receipt or before the first day of the funded trade marketing activities, whichever occurs first.
- Products and/or services promoted were not manufactured or did not receive substantial value-added processing in Kansas; or the services did not originate within Kansas.
- The business fails to submit a request for reimbursement, accompanied by the necessary supporting documentation, within 30 days of the last day of the funded trade marketing activities.