



Printable check list for completing the 50% CostShare Application

Thank you for completing the online portion of your application. However, you are not done! Please make sure to complete and/or send the following. If mailing, please send by courier delivery where documentation can be tracked:

- Application Packet with Original Signatures:
 - Certification Statement - This document confirms that the information in your 50% CostShare application is true. **New this year – you can sign this document electronically online.** If you navigate to your MySUSTA dashboard and click on 50% CostShare, click the tile that says 'Certification Statement - Unsigned'. Then follow the prompts to verify the Authorized Signer. Or, you can still print, sign and send by courier if you prefer.
 - Certification of Exclusivity (if applicable) – must be signed and sent by courier to SUSTA
- Pay Your Company's Non-Refundable \$250 Application Fee. Can pay online with credit card or send check by courier to SUSTA
- Physical Product Packaging and/or Labels– Original packaging/labels must be submitted every five years (no copies or renderings).
 - Required for each brand you will promote as listed in the application. The packaging must include a valid U.S. origin statement.
 - Each size and variety of a product is considered its own item. Packaging/labels will need to be submitted for each item you would like approved in the program.

After completing the online application, send hard copies of required items to:

SUSTA 50% CostShare
701 Poydras Street, Suite 3845
New Orleans, LA 70139

Useful Tip: All of this information and more can be found in our 50% CostShare Manual.