



Market Access Program (MAP) Branded 2010 Pre-Qualification Worksheet

You must **first** complete this form to determine if your company is eligible to apply for MAP Branded. Please TYPE all of your information so that it is legible. A handwritten Pre-Qualification Worksheet will **not** be accepted.

- 1.) Select one (1) North American Industry Classification System (NAICS) code from the list at www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf that most appropriately matches your company's primary business. U.S. Small Business Administration (SBA) determines the size standards based on either average **number of employees** (NAICS that fall without the "\$") or average **annual receipts** (NAICS that fall with the "\$").

Important: The applicant is evaluated for size based on the company itself, its parent company, and all of the subsidiaries and its affiliates combined. **Companies are considered affiliates for the following reasons:** two concerns control each other, or a third party controls both; common ownership or management, including stock ownership; identical or substantially identical business or economic interests, such as family members or persons with common investments; firms that are economically dependent through contractual or other relationships.

List the **6-digit NAICS code and description** below as selected from SBA's site.

Example: NAICS #311821 NAICS Description: Cookie and Cracker Manufacturing

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- 2.) Dun & Bradstreet (D&B) #00-000-0000
(Visit www.dnb.com to obtain the D&B **9-digit number**.)

Note: The D&B Business Information Report is required with this Pre-Qualification Worksheet for new applicants and every 2 years thereafter for returning applicants.

- 3.) Are there any subsidiaries/affiliates associated with the applicant company? Yes No
- 4.) Is the applicant company a parent company or owned by a parent company? Yes No
- a. If yes, what country is parent company located _____
- 5.) Average number of full-time, part-time, temporary or other basis employees for the preceding 12 calendar months 40
(Include the **total** of the parent company and all of its subsidiaries and affiliates **combined**.)
- 6.) Average annual gross sales revenues in the last 3 year period: \$165,000
(Include the **total** of the parent company and all of its subsidiaries and affiliates **combined**.)
- 7.) Is your company an agricultural farm cooperative? Yes No
(Company qualifies as small if it is an agricultural farm cooperative.)
- 8.) Is your total number of employees or annual receipts below the maximum allowed for your designated NAICS code per SBA's size standards? Yes No



NOW if you selected no for question 8, your company is ineligible for MAP Branded funds.



Pre-Qualification Worksheet (Continued)

9.) Select all boxes that are true for the Applicant Company:

My company:

Is a registered U.S. owned Company* and located in SUSTA's region (AL, AR, FL, GA, KY, LA, MD, MS, NC, OK, Puerto Rico, SC, TN, TX, VA and WV)

*If not a registered company, contact the Secretary of State.

Has gross sales (domestic & export) exceeding \$100,000 in previous calendar years

Will pay the program non-refundable application fee of \$250 upon application submission

Will pay the program non-refundable administrative fee (6% of requested budget) upon application approval and after receiving contract

Will pay for proposed promotions in advance before claiming reimbursements

Will provide detailed descriptions and documentation of promotional activities, expenses, export sales and complete an end of the year required Branded Program evaluation

Is not eligible for or is not receiving Branded funds through another Foreign Agricultural Service (FAS) cooperator

The products that my company will promote through the MAP Branded:

Is at least 50% U.S. agricultural origin by weight, excluding water and packaging

Is clearly labeled with the brand name and the required U.S. origin statement

Is not processed from or in a foreign country

Have products in sufficient quantity to meet the demands to supply to foreign buyers



NOW if all of the above boxes are not selected; your company is ineligible for MAP Branded funds.

I hereby certify that the information on this worksheet is correct and that all the statements are true.

Company: Tasty Gourmet Company, Inc.

State: LA

Important Note: Company's name must be listed exactly as registered with the Secretary of State.

Phone: 504-000-0000

Email Address: dbrown@tastygourmetbaking.com

Signature:

Name (Print):

Title: Marketing Manager

Date: _____

After SUSTA has reviewed your Pre-Qualification form, you will be notified whether you can proceed with the Branded Application. For a quicker response, email your Pre-Qualification Worksheet and Dun & Bradstreet (D&B) Business Information Report to deneen@susta.org or fax the information to 504-568-6010. Remember to mail the 2-page worksheet to SUSTA as well, so that your actual signature is on our Branded Program files.