



Application for the President's E and E Star Awards



Applicants should complete the application and the IRS waiver form and submit one signed electronic copy of each to the U.S. Commercial Service. Except where required by law, no information or data will be disclosed to persons not involved in processing this application without the applicant's prior written consent.

For further details about the E Award program, visit [export.gov/exportawards](https://www.export.gov/exportawards). To locate a U.S. Commercial Service office near you, visit [export.gov](https://www.export.gov).

1. Application Information: Type of Application

To be eligible for an E Star Award, applicant must be a prior E Award recipient.

- E Award for Exports E Award for Export Service
 E Star Award for Exports E Star Award for Export Service

E Star Applicants: Year of previous E or E Star Award: _____

2. Contact Information

Company/organization name: _____

Division or subsidiary of: _____

Company or organization name on certificate (if selected):

Street Address: _____

City/State/Zip: _____

Website: _____

Point of contact name: _____

Point of contact phone: _____

Point of contact e-mail: _____

3. Operations

Business or organization type (*Manufacturer, Distributor, Trade Association, etc.*):

Description of product or service exported or type of export service provided:

Does your company file reports with the Securities and Exchange Commission?

- Yes No

Is this business a U.S. subsidiary of a foreign-owned company?

- Yes No

Number of U.S. employees: _____

Total number of countries currently exporting to: _____

Top three countries of export for the previous four years:

1. _____

2. _____

3. _____

4. E Award for Exports or E Star Award for Exports Applicants: U.S. Export Statistics

Provide figures for each of the past four (4) years (either calendar or corporate fiscal), plus your most recent quarterly data. Export sales should include sales to Canada and Mexico, but not Puerto Rico or the U.S. Virgin Islands. Do not include income from licensing agreements in sales figures; list licensing income separately. If export sales do not increase each year, please provide (as an addendum to 5a) an explanation of why there was a decrease in overall export sales for each year showing decline, plus provide the export sales to one country that demonstrate year-over-year increases for the previous four years.

MM/YYYY-MM/YYYY	Total Sales	Export Sales	International Licensing Sales
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
CURRENT _____	_____	_____	_____

5. Justification for Award

In a separate document, use the applicable following outline to describe your business's or organization's contribution to U.S. Export Expansion. The response must be in a question and answer format.

Applicants for the E Star Award must meet the criteria of the E Award and exceed the level of export achievement of the most recent E or E Star Award period. The most recent four-year period of export operations or export service will be considered for the E Star Award and should not overlap any portion of the period covered by the previously-awarded E or E Star Award.

5a. E Award for Exports or E Star Award for Exports Applicants

In no more than five pages, describe how you have increased exports. Address all questions below. If export sales do not increase each year, please provide (as an addendum to 5a) the export sales to one country that demonstrate year-over-year increases for the previous four years.

E Star Applicants: Address all items below and describe how marketing activities have increased since receiving the E or most recent E Star Award. If available, also attach a copy of the previously-successful E Award application.

Educational institutions: In addition to the following export-related activities, please provide statistical increases in attendance.

1. What market research do you conduct?
2. What is your international sales model? (E.g. direct sales, distributors/agents)
3. What government and private sector export promotion events do you participate in?
4. Describe any instances in which you had to retrofit or redesign products or services to sell them in an international market.
5. What exporting-related training have you conducted for your employees and/or international customers?
6. How do you overcome language obstacles with your international customers?
7. Describe any trade barriers your organization has faced and how they were overcome.
8. If applicable, describe how you have developed a market abroad for products not previously exported.
9. If applicable, describe how you have opened a new market previously closed or extremely limited to American companies.
10. Describe any other strategies you employ for increasing international sales.
11. Describe how increased exports have affected employment for your organization.

5b. E Award for Export Service or E Star Award for Export Service Applicants

In no more than eight pages, address all items related to export services provided to others. For each item, please include a description of the results achieved by your claims. If you are unable to provide case studies for question 6 below, please explain why case studies are not possible and detail how you measure the results of your activities and their contribution to export expansion. **All work and results must be tied to the most recent four-year period.**

E Star Applicants: Address all items below and describe how services to exporters have increased since receiving the E or most recent E Star Award. If available, also attach a copy of previously-successful E or E Star Award application(s).

Port Authorities: In addition to completing the items below, please provide data on increased exports and export tonnage during the four-year period.

Financial Institutions: In addition to completing the items below, please provide the actual amounts of the various types of export financing extended to exporters for the four-year period.

Freight Forwarders: In addition to completing the items below, please provide data on increased export shipments or value during the four-year period.

1. What seminars, workshops, or conferences has your organization conducted?
2. How have you notified exporters of trade opportunities?
3. What documentation assistance have you provided to exporters?
4. Describe any international trade missions that you have sponsored.
5. Describe any other export services that you provide.
6. Provide three cases studies describing exporters that have increased exports as a result of your help, being sure to describe the ways in which your activities helped; alternately, describe how the organization’s activities have resulted in community-wide export expansion.

Grant of License: Award recipients are hereby granted a license to use their respective award logos on their publications, websites, advertising, flags, pendants, and pins within the context of being an award recipient. This use is limited to branding the award recipients as an E or E Star Award winner. Recipients may not use the logo to claim that the Department of Commerce promotes or endorses their company, products, and/or services.

Quality Control: The Department of Commerce shall have the right, at all reasonable times, to inspect the award recipient’s goods, services, and promotional activities employing the award logo to ensure that such use is of proper quality and otherwise consistent with this Agreement, and may terminate the license should it determine that the use is inconsistent with this Agreement.

Duration and Termination: This license is granted in perpetuity.

Assignments and Sub-Licenses: This license is not assignable. Award winners may not share the use of the logo with any other persons, organization, or company, nor may it transfer or assign its license to use the logos if its company is sold, merged, or reconfigured. Notwithstanding this provision, the award winner may hire subcontractors to perform manufacturing and distribution activities under this Agreement.

By submitting this application, the applicant authorizes federal agencies and commissions to provide the U.S. Department of Commerce with information pertaining to the application for purposes of determining the applicant’s eligibility and fitness to receive the award for which it is applying.

Applicant: I have reviewed the information provided in this application and certify that, to the best of my knowledge, all the information provided is true and correct. I further certify that, to the best of my knowledge, the entity applying for this award is not in default on any loan issued or guaranteed by an agency of the Federal government. I understand that this application will be reviewed by an Interagency Review Committee. If granted this award, I acknowledge that the contact information for my company listed above will be available to other U.S. Government agencies and members of the media who may wish to contact me on matters relating to international trade.

Senior Executive Name _____ Date _____

Title _____ Signature _____

International Trade Administration Nominating Employee: I certify that, to the best of my knowledge, this applicant meets the the applicable International Trade Administration Service Eligibility Guidelines.

Name _____ Signature _____ Date _____

Public reporting for this collection of information is estimated to be 20 hours per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue NW, Washington, D.C. 20230.

TO BE TYPED ON COMPANY OR ORGANIZATION LETTERHEAD

In connection with the above-named company's (or organization's) application to the Department of Commerce for the President's "E" or "E Star" Award, we hereby authorize (pursuant to Internal Revenue Code Section 6103(c)) the Internal Revenue Service to provide Laura Barmby of the Department of Commerce with tax information pertaining to the company, limited to the following:

1. Whether this company (or organization) has failed to file a Federal income tax return for any of the last three years for which filing of a return might have been required. (If the filing date, without regard to extensions, and normal processing period for the most recent year's return has not yet elapsed on the date IRS receives this waiver, and the IRS records do not indicate a return for the most recent year, the "last three years" will mean the three years preceding the year for which returns are currently being filed and processed.)
2. Whether there is any tax, penalty or interest liability for which the IRS gave notice of the amount due and requested payment that has been outstanding for more than 180 days and has not yet been paid.
3. Whether this company (or organization) has been assessed any civil penalty for fraud during the current or last three calendar years.

In the event of an adverse response to any of the above (negative to subparagraph 1 or affirmative to subparagraph(s) 2 or 3), I hereby authorize the Internal Revenue Service to provide to the Department of Commerce, upon request, additional tax information pertaining to such adverse response.

To assist the Internal Revenue Service in locating the Federal tax information, I am voluntarily providing the following information regarding the company (or organization):

Name of Company _____

Employer Identification Number (EIN): _____

Address: _____

Returns required to be filed: _____

If consolidated corporate income tax returns were filed for any of the years covered by No. 1 above, complete the following:

Name of parent company: _____

EIN of Parent Company _____

Year(s): _____

If an income tax return for any of the last three years was not filed, please explain why (e.g., a non-profit organization): _____

If signing as a corporate officer, partner, tax matters partner/person, I certify that I have the authority to execute this form on behalf of the taxpayer.

Handwritten Signature: _____

Handwritten Title: _____

Handwritten Date: _____