



The Jay Malina International Trade Consortium (ITC)

Workshop On

Third-Party Application for Mission Certification

Wednesday, November 14, 2007

INBOUND MISSIONS

REGION	ITC/Sister Cities-Led	Third-Party Certified Missions
Africa		Guinea, Gambia, Senegal & South Africa
Asia	South Korea	
Caribbean	Dominican Republic	Dominican Republic
Europe & Middle East	Canary Islands, Italy, Spain & UK	Belgium, Canary Islands & Ireland
Western Hemisphere	Chile, Colombia, Ecuador & Uruguay	Colombia, Ecuador & Uruguay

OUTBOUND MISSIONS

REGION	ITC/Sister Cities-Led	Third-Party Certified Missions
Africa	Kenya, Uganda & South Africa	Benin, Kenya, Morocco, Nigeria & Senegal
Asia	China, Hong Kong, India, Malaysia & Singapore	Hong Kong
Caribbean	Barbados, Trinidad & Tobago, Turks & Caicos & Jamaica	Dominican Republic & Jamaica
Europe & Middle East	Belgium & Italy	* Czech Republic, Poland & Turkey
Western Hemisphere	Chile	Brazil, Colombia, Costa Rica, Nicaragua & (**Chile & Peru)



** ITC-led mission in April 2008*

*** ITC-led Mission in July/August of 2008*



Overview

- ITC's Mission Statement
- ITC Programs & Services
- Types of Missions & Mission Levels
- Review Mission Application Process
- Mission Criteria and Eligibility for Funding
- Review End of Mission Report



Who Are We?

In November 2002, the Board of County Commissioners created the Jay Malina International Trade Consortium (ITC) as a new County agency to institutionalize the functions and responsibilities of the TMC

(See Ordinance #02-225 as amended)



Representative Duties

“Represent Miami-Dade County’s international trade interests and be the advocate for the international trade community at the local, state and federal levels,”

“Organize incoming and outgoing trade missions, and promote two-way trade between Miami-Dade County and other parts of the world.”



ITC Mission Statement

To create opportunities for international trade and cultural understanding by promoting and strengthening Miami-Dade County as a global gateway



ITC Board of Directors

The ITC Board of Directors, chaired by Commissioner Natacha Seijas, is composed of representatives of virtually all the trade related economic development agencies, trade organizations as well as the office of the Mayor and Board of County Commissioners



ITC Programs and Services

Trade Development

Administration

Marketing & Outreach

Sister Cities Program



Mission Levels

Level I

Miami-Dade County Development/Branding Missions

Level II

Best Prospects Missions organized by third-parties



Types of Missions

- Outbound Missions
- Inbound Missions



Outbound Mission

ITC will fund 5 Missions at **\$4000** per mission
per fiscal year
(October 1 – September 30)



Mission's primary objectives must be:

To develop trade relationships that foster or facilitate the trade of goods and services and to promote Miami-Dade County as a platform for international trade and Gateway of the Americas TM



Grantees may apply for more than one mission but the maximum amount given to any entity for reimbursement of mission expenses for outgoing and incoming will not exceed **\$6,000** in a County fiscal year (Oct 1 – Sept 30)



SECTION II - APPLICATION FOR CERTIFICATION FOR LEVEL II OUTGOING MISSION

- I. Name of Mission: _____
- Event Date(s): _____
- Organization Name: _____
- Address: _____
- Telephone No.: _____ Fax No.: _____
- E-Mail Address: _____
- Event Director: _____
- Date of Submission: _____

II. ORGANIZATIONAL STATUS:

- A. Date of Incorporation in the State of Florida: _____
- Incorporated as:
- ____ Not-For-Profit
- ____ For Profit Organization
- (Eligible to receive only certification and no funding)
- B. Federal ID#: _____
- C. Tax Exempt#: _____

III. PROJECT DESCRIPTION: (Please attach additional sheets)

Provide a detailed narrative description of the trade mission and its objectives. Each description should include at a minimum, the following:

- ___ (a) Countries and cities to be visited abroad, and goods or services that will be promoted.
- ___ (b) How will the mission promote international trade and development for Miami-Dade County.
- ___ (c) List of other co-sponsoring organizations both in Miami-Dade County and in countries visited.
- ___ (d) Describe event agenda – Give specific details.
- ___ (e) Provide list of target products and/or industries that mission will promote.
- ___ (f) List companies participating in the mission – (must be no less than ten).
- ___ (g) Provide company profiles including number of employees, date started and other relevant information for participating companies.
- ___ (h) Provide notarized statement indicating organization is legally incorporated as a not-for-profit corporation in the State of Florida.
- ___ (i) Provide Financial Statement of organization's past fiscal year.

IV. ESTIMATED BUDGET

ITC will reimburse certified missions for approved expenses in an amount not to exceed \$4,000. Grantees are required to demonstrate below what other sources of funds they will use to undertake the mission.

Estimated Revenue

	<u>(A) CASH</u>	<u>(B) IN-KIND</u>
Estimated Participant Fees	_____	_____ N/A _____
Estimated Sponsorships	_____	_____
Other Sources of Support – List	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
ITC Funding	_____ \$4,000 _____	_____ N/A _____
Total Expected Revenues for Mission	_____	_____
	Grand Total _____	(A + B)

Estimated Expenses

ADMINISTRATIVE

Expenses

In Country Contract Personnel:

- Appointments Coordination _____
- Translations _____
- Security _____
- Facilities/Space Rental/ Equipment Rental _____

MARKETING AND PROMOTION

- Advertising _____
- Printing _____
- Mailings _____
- Group Meetings _____
- Networking Lunches and Receptions _____

Total \$ 4,000 _____

Reimbursement will be made only upon the full completion of the End of Mission report (Section III) and with appropriate copies of receipts submitted to ITC no later than forty-five (45) days after the completion of the mission. Original receipts must be kept on file by Grantees for a period of three years.

V. **ATTESTATION**

I, _____, the grantee, agree to hold The Jay Malina International Trade Consortium (ITC), harmless from any actions or omissions arising from the trade mission. I also understand that ITC will reimburse grantee after the completion of the mission, use of ITC logo, the submission of End of Mission Report, and the requirements set forth in Section I-D of the application. The grantee agrees that the ITC reserves the right to cancel endorsement at any time prior to the date of the trade mission. The Grantee also certifies, under penalty of perjury, that information provided in Sections II and III of this certification for Outgoing Trade Mission is true and correct and submitted for the purpose of requesting reimbursement of up to \$4,000 from ITC. The vendor further certifies that no vendor used in this mission is related to any officers or staff of the Grantee'

By:

NAME & TITLE OF INDIVIDUAL

ORGANIZATION

DATE



Eligibility for Funding

- Level II missions must have a min. of **10** participants
- Encouraged to attend ITC Board of Directors Meeting
- Submit completed application to ITC at least **30 days prior** to undertaking the mission
- Must show proof of not-for-profit status in Florida
- For profit organizations receive **only** certification



Eligibility for Funding

- Provide financial statement of organization's past fiscal year
- Grantees must submit an end-of-mission report and copies of receipts to ITC no later than **45** days after the completion of the mission



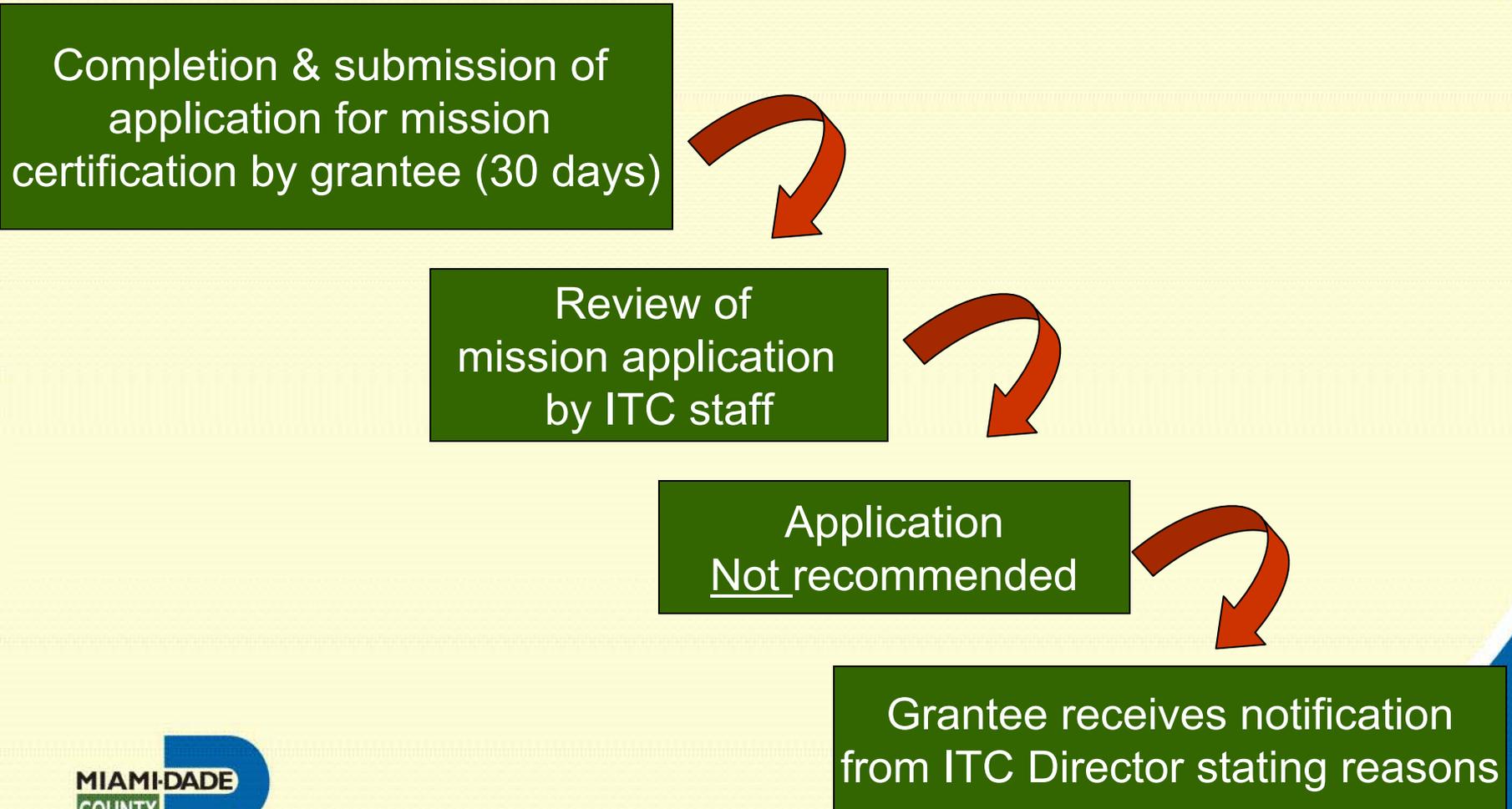
	CRITERIA	MAX. POINTS
1.	Consistency of mission agenda with ITC's annual strategic plan	5
2.	Relevancy of mission agenda to mission's purpose...	5
3.	Professional experience and competency of mission organizers	5
4.	Relevance of mission delegates to mission objectives	5
5.	Proof of legal incorporation & not-for-profit status in the State of FL	5
6.	Grantee's demonstrated financial capacity to undertake mission	5
	TOTAL ASSIGNABLE POINTS	30



Applicants must score a minimum of 20 points to be considered for funding



ITC Mission Application Process & Eligibility for Funding





Application recommended
ITC staff



ITC Director certifies mission
for use of ITC logo



Use of ITC logo in mission publication
List ITC as a major sponsor



Report for Outbound Missions

Submission of receipts & End of Mission Report by grantee
45 days after completion of the mission



Approval by ITC Executive Committee or ITC Board Of Directors & Reimbursement of **authorized** mission expenses to grantee



SECTION III - END OF MISSION REPORT

I. End of Outgoing Trade Mission Report

-To be submitted to:

Executive Director, The Jay Malina International Trade Consortium
111 N.W. 1st Street, 25th Floor, Suite 2560
Miami, Florida 33128 USA

Must be submitted no later than 45 days after end of mission, to be eligible for reimbursements.

Name of Mission/ Event Date _____

Organizing Agency _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

1. Please provide an official list of mission participants with names, addresses, and phone numbers:

2. List the total number of appointments:

3. List the names of the agencies, companies, or organizations, visited during the mission:

4. List the number of licenses/ joint ventures/ MOU's/ signed during this mission (if any):

5. List number of agreements or prospects or contracts signed, by business category, during the mission (if any):

6. Please describe networking and business opportunities emanating from this mission (if any):

SECTION III - END OF MISSION REPORT (Cont'd)

II. Budget Reconciliation and Reimbursement Request

Indicate below and attach receipts for expenses incurred in an amount not to exceed \$4,000. **Original receipts must be kept on file by Grantee for a period of three years.**

BUDGET

ACTUAL REVENUES

	<u>(A) CASH</u>	<u>(B) IN-KIND</u>
Participant Fees	_____	N/A
Sponsorships	_____	_____
Other Sources of Support – List	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
ITC Funding	\$4,000.00	N/A
Total Revenues for Mission	_____	_____
Grand Total	_____	
	(A + B)	

ACTUAL EXPENSES

**THESE ARE THE ONLY EXPENSES ELIGIBLE FOR REIMBURSEMENT
(Reimbursement cannot be processed without original receipts)**

ADMINISTRATIVE

- In Country Contract Personnel
 - Appointments Coordination
 - Translations
 - Security
- Facilities/Space Rental

Expenses

MARKETING AND PROMOTION

- Advertising
- Printing
- Mailings
- Group Meetings
- Networking Luncheons & Receptions

Total (up to \$4,000) \$ 4,000.00

I, _____ hereby certify that the information contained in Section III (End of Mission Report) is to the best of my ability true and correct:

NAME OF MISSION

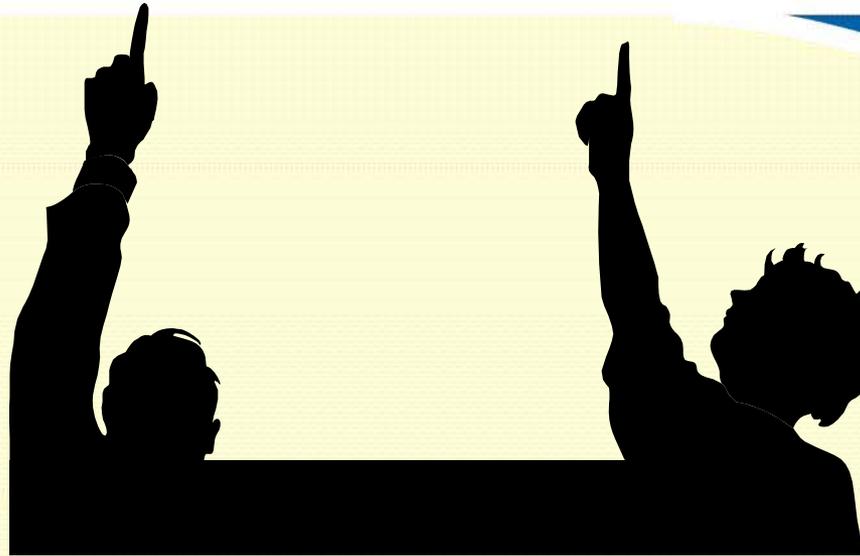
Signature of Executive Director
Or Authorized Representative

DATE



Inbound Missions

- **\$5,000** available per year for networking events
- Submit request in writing to ITC at least **30** days prior to the event
- Use of ITC logo
- List ITC as sponsor
- Limited logistical support may be provided by ITC staff upon request



Thank you for attending!

We appreciate any questions or comments!

ITC's Contact Information

Jay Malina International Trade Consortium (ITC)

Stephen P. Clark Government Center

111 N.W. First Street, 25th Floor, Suite 2560, Miami, FL 33128

Tel: 305-375-5808 ■ Fax: 305-679-7895

E-Mail: itc@miamidade.gov ■ URL: www.miamidade.gov/itc

