

## Market Development Cooperator Program: Eligibility Determination Considerations

Description of U.S. Legal Entity		Documentation				Eligibility Category
Organization	Operating as/Purpose	Specifically Requested			Optional	
		Any relevant and available documents should be included.				
		Organizational	Financial	Other		
Small business dev. center.	U.S. Small Business Administration (SBA).	SBA agreement <sup>1</sup>				Nonprofit industry organizations <sup>2</sup>
World Trade Center.	Recognized by World Trade Centers Association (WTCA).	WTCA.org listing				
Organization granted status as a non-profit under 26 USC 501(c), which operates as one of the following:	Chamber of commerce, Board of trade, Business, export/trade council/interest group, Visitors bureau or tourism promotion group, Economic development group, Small business development center, or Port authority.	Articles of incorporation or charter or similar legal document that establishes the organization as a separate legal entity. <sup>1</sup>	Audited financial Statements for the most recent period available. <sup>1</sup>	Acknowledgement of 501(c) non-profit status from IRS or auditor. <sup>1</sup>	<i>If organizational docs. are not clear, submit brochures, published articles, etc.</i>	
(1) A fee-based organization (2) Consisting of member firms (3) In the same industry, or in related industries, or which share common commercial concerns.	The purpose of the trade association is to further the commercial interests of its members through the exchange of information, legislative activities, and the like.	(Identification of the legal status in an organization's audited financial statements fulfills this requirement.)	(Pro forma financial statements may be submitted if the organization does not have recent audited statements.)	<i>If organizational and financial documents do not clearly indicate it, demonstrate fee-based structure, membership basis, and common commercial concerns with webpages, member lists, brochures, and similar documents not prepared for purposes of the MDCP application.</i>		Trade associations. <sup>2</sup>
Department of a state government.	Tasked with promoting trade, tourism, or other types of economic development.	<i>Authorizing legislation, official organization chart, or similar document not prepared for purposes of MDCP application.<sup>3</sup></i>	Normally, proof of organizational structure should suffice. If, however, the purpose of the organization is still not clear, additional documents such as pre-produced brochures, published articles, etc. should suffice if they clarify the purpose. <sup>3</sup>		State departments of trade and their regional associations. <sup>2</sup>	
Associations of the departments of trade (as defined above) of two or more states.			Financial statements or listing in accounting system of parent organization. <sup>3</sup>	<i>If organizational and/or financial documents are not clear, demonstrate purpose via letter from an appropriate state official: e.g. governor or comptroller. Other proof may include documents showing tasking, funding, or decision-making by the state.<sup>3</sup></i>		
Entities within a state or within a region that are associated with a state dept. of trade, tourism, or other types of economic development including non-profit, non-private, non-commercial entities.	At least partially funded by, directed by, or tasked by a state government to promote trade, tourism, or other types of economic development.					
Private industry firms or groups of firms.	May be eligible only when no entity described above represents the industry.	Documentation demonstrating that no entity in the first three categories listed above represents their industry.			Private industry.	

<sup>1</sup> Evidence required in order to demonstrate eligibility in this category.

<sup>2</sup> Educational institutions are not eligible. However, organizations that are part of an educational institution for administrative, financial, legal, or logistical reasons may be eligible. Such organizations that are not independent legal entities -- for example, an unincorporated organization -- that otherwise may be classified above as a trade association, non-profit industry organization, or state department of trade, are eligible.

<sup>3</sup> Any one type of document will usually suffice to establish eligibility for this category.