

Market Development Cooperator Program: Eligibility Determination Considerations

Description of Entity		Documentation			Eligibility Category	
Organization	Operating as/Purpose	Specifically Requested				Optional
		Any relevant and available documents should be included. Decision basis can be one or two documents, if they are definitive.				
		Organizational	Financial	Other		
Small business development center.	Non-profit under agreement with the U.S. Small Business Administration (SBA).	Agreement with SBA. ¹	Financial statements. ²		Nonprofit industry organizations. ³	
World Trade Center.	Non-profit chartered or recognized by the non-profit World Trade Centers Association (WTCA).	Charter or proof of recognition from WTCA. ^{1, 4}	Audited financial Statements			
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. ¹	for the most recent period available. ¹ (Pro forma financial statements may be submitted if the organization does not have recent audited statements.)	Acknowledgement of 501(c) non-profit status from IRS or auditor. ¹		If organiza-tional docs. are not clear, submit brochures, published articles, etc.
(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.)		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.	Trade associations. ³	
Department of a state government.	Tasked with promoting trade, tourism, or other types of economic development.	Authorizing legislation, official organization chart, or similar document not prepared for purposes of MDCP application.	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.		State departments of trade and their regional associations. ³	
Associations of the departments of trade (as defined above) of two or more states.						
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.	Financial statements or listing in accounting system of parent organization.		If organizational and/or financial documents are not clear, purpose could be demonstrated with a letter from an appropriate state official such as a governor, chief of staff, or comptroller. Other proof may include documents showing tasking, funding, or decision-making by the state.
Private industry firms or groups of firms.	May be eligible only in cases where no entity described above represents the industry.	Documentation demonstrating that no entity in the first three categories listed above represents their industry.			Private industry.	

¹ This document required in order to demonstrate eligibility in this category.

² Often, SBDCs do not have their own articles of incorporation or financial statements. The SBA agreement is the most definitive document available.

³ 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.

⁴ Listing of a particular WTC on www.wtca.org is documentation of the agreement with WTCA.