



C.L. "Butch" Otter, Governor

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STEP Grant Applications – Best Practices

- Contact Idaho Commerce to let them know the grant for which you intend to apply
- Request login to application at least 48 hours before application deadline
- While waiting for your login, you can start working on the application questions within the Word document provided by Idaho Commerce (either for (1) Financial Assistance Awards or (2) Trade Show Awards)
- Once you have received your login, or if you have already been assigned a login, go to the [Idaho Grants Portal](#)
 - Verify ability to login
 - Identify the application for which you need to apply
 - Click apply to start application
 - If you need to leave and come back to the application, make sure to “logout” (top right hand corner) before you leave or you may receive an error when you try to log back in (at which point click “logout” to be able to log in again)
 - When you return, look under the “My Applications” Tab for this application that you started
 - If copying and pasting answers from the Word document, right click to “Paste as plain text”
 - Click Save often
 - Before moving to the next page click save to first resolve an errors (if needed)
 - Wait until all answers have been completed and are error free before going back to upload required (or optional) attachments/documents
- TIPS:
 - Applications are competitive so do your best work (we only know what you tell us!)
 - Answer each question, and each part of each question, completely
 - Your assigned International Trade Specialist can help clarify and verify completeness of any questions on the application, PRIOR TO SUBMISSION.
 - Get your application started and submitted early