

## ITC GRANT NARRATIVE PROGRESS REPORT FORM

Grantee: Kamiah Chamber of Commerce	Grant Number: 14-II03
Date Submitted: 07/01/15	Report #: <input type="checkbox"/> 2 <input type="checkbox"/> 4
Date Posted for Review:	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> Final

Awarded Grant: \$ 25,750.00	Cash Match Requirement: \$ 3,222.00	Total Excess Match Committed (Above required amount)
Amount Expended YTD: \$16,107.83	Cash Match Documented YTD: \$1,800.00	
		N/A

Copy for additional elements

Element 1: Audit
------------------

Amount Awarded: \$ n/a	Amount Expended YTD: \$0	Cash Match Documented YTD: \$0	Excess Cash Match Committed: \$0
------------------------	--------------------------	--------------------------------	----------------------------------

Progress of Element since grant award or last report:
Anticipated completion date(s):
Actions needed to complete this element:
Measurements(s) of Results

No activity during this report period due to seasonal nature of marketing activity.

Element 2: Admin/Fulfillment

Amount Awarded: \$ 2,136.00	Amount Expended YTD: \$1,602.00	Cash Match Documented YTD: \$0	Excess Cash Match Committed
-----------------------------------	---------------------------------------	--------------------------------------	-----------------------------------

Progress of Element since grant award or last report:  
 Day-to-day tourism related administration duties and responsibilities done on an on-going basis.  
 Management and over-sight of City of Lapwai's brochure and literature rack holder - on an on-going basis  
 Administration/Fulfillment is on-going and as allowable 75% of admin/fulfillment was awarded in 1<sup>st</sup> Qt.

Anticipated completion date(s):  
 On-going

Actions needed to complete this element:  
 On-going

Measurements(s) of Results  
 Project continues; and financial and progress reporting done in a timely manner.

No activity during this report period due to seasonal nature of marketing activity.

Element 3: Tourism Marketing

Amount Awarded: \$ 23,409.00	Amount Expended YTD: \$14,505.83	Cash Match Documented YTD: \$1,800.00	Excess Cash Match Committed: \$3,222.00
---------------------------------	-------------------------------------	--	--

Progress of Element since grant award or last report:

Website(s) on-going maintenance and design for Kamiah and Kooskia Chamber continues. Kamiah Welcome Center continues to be open for 6 days per week handling visitor inquiries both through social media and on-site visits. The Kamiah Welcome Center continues to offer WIFI hotspot for visitors whose providers (cell and internet) do not have local coverage. Kamiah and Kooskia social media contractors are providing on-going social media presence. Ad for Kamiah and Kooskia placed in NCITA Regional Visitors Guide. Kamiah's Day-Trip brochures are very popular with 47, 00 plus having been printed and distributed. The Lapwai visitor literature brochure rack, located in Lapwai City Hall, continues to be fully stocked with regional and state tourism information. Lapwai's community brochure is in the design stage.

Anticipated completion date(s):

On-going for contract period

Actions needed to complete this element:

This element is on schedule with project application

Measurements(s) of Results

Kamiah and Kooskia Chamber websites are up-to-date with on-going social medial presence. The Kamiah Chamber maintains a Visitor Guest Book for tourists to sign when they visit the Welcome Center. A log of inquiries, via email or phone, for tourist information is maintained along with a recorded log of Tourist packets mailed by US Postal Service. The WIFI hotspot and computer station are utilized on a regular basis as knowledge of this free public service has become widely known. Ad(s) published in NCITA Regional Visitors Guide and Northern Rockies Rider Top Tour Magazine have increased tourism interest in area for motorcycle enthusiasts and classic car buffs. The Welcome Center has developed and distributed approximately 220 tourism packets to participants of major touring events; motorcycles and classic cars. The Day trip brochures, along with the local and regional brochures that are readily available for visitors at the Welcome Center are extremely popular with tourists and the locals planning activities for out-of-town guests. With the increase in interest from motorcyclists and mountain bike riders, a Day trip brochure is being considered that would highlight a minimum for four local loops suitable for motorcycles and one loop for Mountain Bikes. Literature/brochure rack located at Lapwai City Hall continues to be fully stocked.

No activity during this report period due to seasonal nature of marketing activity.

Element 5: Training
---------------------

Amount Awarded: \$ 1,600.00	Amount Expended YTD: \$1,017.20	Cash Match Documented YTD: \$0	Excess Cash Match Committed: \$0
-----------------------------------	---------------------------------------	--------------------------------------	--

<p>Progress of Element since grant award or last report:</p> <p>One social media contractor attended ICORT in May, 2015</p>
<p>Anticipated completion date(s):</p> <p>On-going for contract period</p>
<p>Actions needed to complete this element:</p> <p>This element is on schedule with project application</p>
<p>Measurements(s) of Results</p> <p>Kamiah's Social Media contractor attended ICORT in Boise, May 2015</p>

No activity during this report period due to seasonal nature of marketing activity.