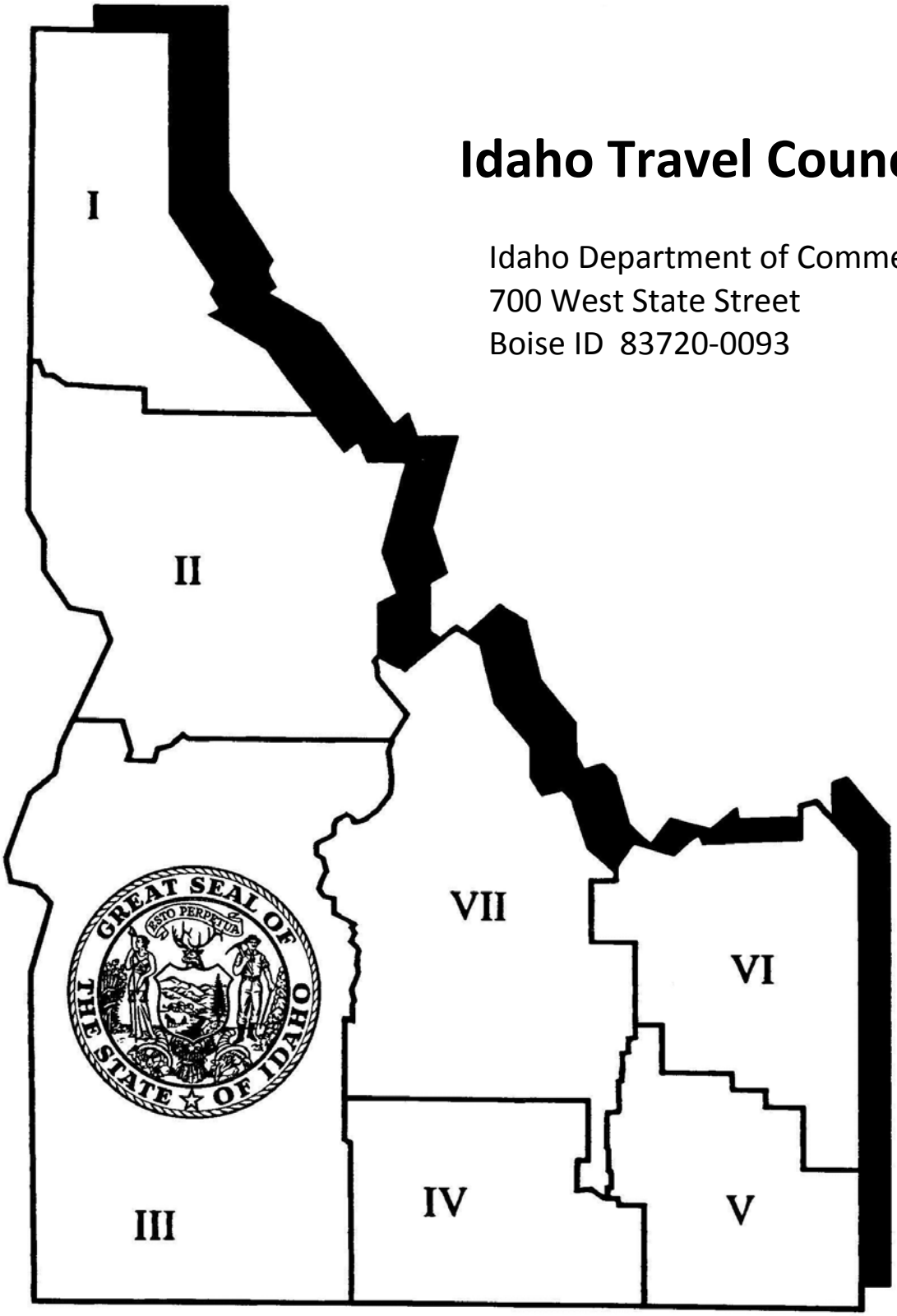

Idaho Travel Council

Idaho Department of Commerce
700 West State Street
Boise ID 83720-0093

IDAHO REGIONAL TRAVEL AND CONVENTION GRANT PROGRAM

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Questions and comments about the grant application process, grant awards, or grant recipients can be addressed to the grant analyst:

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INTRODUCTION AND GENERAL INFORMATION

This Handbook includes grant guidelines approved by the Idaho Travel Council (ITC), the enacting legislation found in Idaho Code, and the legislatively approved Administrative Rules.

TRAVEL & CONVENTION TAX ITC grants are funded through a statewide two percent (2%) tax on lodging sales, including private campgrounds. Grants are awarded to non-profit tourism focused organizations to enable them to promote activities that increase overnight travel to and within the state.

ITC GRANT PROGRAM REQUIREMENTS:

ONLINE APPLICATION PROCESS Applications are accepted starting March 1st online at http://apps.commerce.idaho.gov/apps/ITCGrant/. Grant application process closes first Monday in June.

MATCHING FUNDS The ITC Grant Program requires match of at least twelve and one-half percent (12.5%) of the amount awarded as a way to increase the regional/local commitment to the plan, to assist in generating more dollars for tourism promotion, and to allow the ITC to participate in more promotional efforts.

ELIGIBLE PROJECTS Projects funded with an Idaho Travel Council Grant shall be consistent with the legislative declaration of policy in that they will promote the marketing, study, research, analysis, and development of Idaho's travel and convention industry. Eligible projects follow this introduction.

REIMBURSEMENT REQUIREMENTS The ITC Grant is a reimbursement grant; funds are dispersed to the grantee when documentation of expenses is provided. Expenses to be reimbursed must have been spent in accordance with all applicable State laws and regulations relative to purchasing, fiscal, and audit requirements. Failure to submit required documentation will result in denial of reimbursement.

ITC LOGO and AUDIO CREDIT STATEMENT REQUIREMENTS Projects funded with an ITC grant must credit the Idaho Travel Council grant program through the use of the ITC Grant Logo and/or the audio credit statement "Visit Scenic Idaho" as outlined in this handbook. Failure to use the logo/credit statement properly may result in denial of reimbursement. The ITC Grant Logo may be used ONLY on items or advertising funded by an ITC grant.

Logos can be downloaded from www.commerce.idaho.gov/travel/itc-grant-logos.aspx. Bitmap and vector (sizeable) formats are available.

SUBCONTRACTING Competitive bidding must be used when goods or services cost $5,000 or more. If the purchase is between $5,000 and $25,000, bids may be collected from at least three vendors verbally or by e-mail; purchases of $25,000 are subject to a formal bidding process that requires a Request for Proposal (RFP) or request a written quite from a minimum of three vendors be collected. Grantees must adhere to the State of Idaho Purchasing Rules, Statutes, and Policies. Further information can be found in Chapter 12.2 Subcontracting.

ELIGIBLE PROJECTS SUMMARY

Advertising is usually image-driven to promote a community or region but may involve attractions and events. Includes but is not limited to print, video, audio, and advertising specialties. Chapter 1

Collateral Materials are brochures, vistor guides, rack cards, posters and flyers, pamphlets, etc. (photography, design, and printing) of which multiple copies are made. Chapter 2

Direct Mail and E-mail Marketing Campaigns involves promotional item(s) developed to attract a targeted audience to a destination, attraction, or event, or to gather booking information from potential meeting planners, tour planners, and travel writers. Distribution of the promotional item can be accomplished by bulk mail or delivered electronically. Chapter 3

Websites and Social Media must be travel and tourism focused with lodging information as well as information about the area's destinations, attractions, and events. Chapter 4

Familiarization Tours (Fams)/Site Visits familiarize tour operators, travel writers, convention planners, sports club representatives, etc. with event venues, convention capabilities, and attractions. Grantees can pay for lodging, meals, and in-state transportation. Grant funds cannot pay for alcoholic beverages. Chapter 5

Sponsorship of major events and other partnerships which have a reasonable expectation of bringing overnight visitation or convention business are allowed. Chapter 6

Shows and Travel include registration, booth, display and furnishings as well as the accompanying travel expenses. Chapter 7

Training that familiarizes front-line staff with the region and gives them information to promote the area is reimbursable. Training may be in the form of classroom training or a familiarization tour of the area. The Idaho Conference on Recreation and Tourism (ICORT) and the Tourism Division Grant Summit are also reimbursable. Chapter 8

Public Relations includes travel promotion through press kits, hosted media trips, visits to targeted media, and pitching story ideas for coverage in print, radio, television, internet, and social media channels. Chapter 9

Marketing Research of tourism or convention related data or leads is allowed. Chapter 10

Capital Outlay is equipment with a useful life of more than one (1) year, costing one hundred fifty dollars ($150) or more per unit. The grantee will conduct an annual physical inventory of the property and reported to the ITC by the final narrative report. Chapter 11

Administration/Fulfillment is ten percent (10%) of the total grant award up to $25,000 automatically added to all grants for administration and/or distribution of information generated by the grant. Chapter 12.1

Other Items which are not included above may be eligible as approved by the Idaho Travel Council.

1.0 ADVERTISING

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ITC GRANT PROGRAM LOGO/CREDIT STATEMENT IS REQUIRED *Review the handbook's Introduction and General Information prior to planning advertising projects.*

"LOCAL" ADVERTISING

Advertising in "local" publications does not meet the intent of this grant program, i.e., generating overnight stays at Idaho lodging properties.

Exceptions *may* be allowed with prior approval of the region's ITC representative. Local advertising carrying the chamber, regional organization, or designated non-profit partner's[1] call to action may be eligible for use as cash match. (ITC 10-Jan-2013)

PROJECT PRE-APPROVAL

Online pre-approval for advertising projects carrying the ITC logo/ITC audio credit statement is strongly recommended. Pre-approval insures that advertising conforms to all ITC grant rules and that advertising costs are eligible for reimbursement. http://commerce.idaho.gov/tourism-grants-and-resources/grant-management/grant-approval-forms/.

- **New** projects should be submitted for pre-approval to assure eligibility for reimbursement. Grant managers unfamiliar with the ITC Grant Program may wish to have all projects pre-approved until becoming familiar with the program's requirements.
- Pre-approval may only be requested by the grantee. Staff will not accept requests by designers or agencies.

When a project is submitted for pre-approval, Division of Tourism staff will verify:

- Proper grant logo size and placement or proper placement of the audio credit statement
- Use of grantee, or designated non-profit partner's, call-to-action through the use of their logo and website or contact information
- Consistency with the marketing plan approved by the Idaho Travel Council
- Adherence to these guidelines

If grant staff has concerns as to whether an ad or brochure is appropriate for reimbursement, they will consult with the grantee. If concerns are not mitigated, staff will contact the regional Idaho Travel Council representative for a determination.

[1] Designated non-profit partner. Pre-established, permanent, non-profit, incorporated organizations, incorporated in the State of Idaho, with viable programs. Primary purpose—promotion of travel and conventions within regions. (ITC 10-Jan-2013)

USE OF AN ADVERTISING AGENCY

If an advertising agency coordinates an advertising project, their invoice for project management must be provided. All supporting invoices from media vendors and subcontractors are to be kept on file by the grantee.

STAFF TIME for PROJECT MANAGEMENT

With proper documentation and management signature, staff wages and benefits **spent directly working on a grant-funded element,** such as managing a print project can be used as cash match.

(ITC Aug 2009)

Such work will be referred to as *Project* Administration, as opposed to Grant Administration. Grant Administration expenses should be taken from the 10% Administration/Fulfillment awarded in the grant.

1.1 CO-OPERATIVE ADVERTISING

Sharing advertising costs with another non-profit or a private partner leverages limited advertising dollars and allows grantees to have a greater advertising presence. It is understood that a single business or attraction may serve as a draw to an area; however, the project must still reflect the grantee or the designated partner's call to action. (ITC 10-Jan-2013)

NON-EXCLUSIVITY and MEMBER BENEFITS

No lodging property may be excluded from advertising when using ITC funds. Organizational membership cannot be used to determine eligibility for participation in co-operative advertising.

When advertising space is used as a benefit of membership, the grantee shall provide documentation verifying the value of the space. The documentation to be provided by the vendor when reconciling the project or if done in-house the grantee will provide verification of industry standards factored into determination of the value. (ITC 19-Jan-2010)

CO-OP ADVERTISING PROJECT REQUIREMENTS

NOTE: The following guidelines apply when the co-op partners are NOT ITC grantees. In a case where all partners are ITC grantees, full reimbursement for each partner's part in a co-op advertising project can be requested. (ITC 10-Feb-2010)

- If a grantee defers having their call to action to a non-profit partner and no match was provided by the partner, a maximum of 87.5% will be reimbursed. (ITC 10-Jan-2013)
- Grantee's logo and call to action *must be obvious* through the use of their logo and website or contact information.
- Reimbursement for any grant project where matching funds are generated will be eligible at the total cost of the project, **less ANY match** provided on the project. Documentation to include an accounting of all match generated. **Actual match received will be factored first**, with a maximum of 87.5% eligible for reimbursement on co-op projects. (ITC 13-Oct-2010)

- Division of Tourism or ITC grant-funded partner contributions cannot be claimed as match; however, other partner contributions can be claimed as cash match with appropriate documentation.
- If the co-operative partners are using ITC grant funds, the ITC logo need appear only once on the piece.

DOCUMENTATION REQUIRED for REIMBURSEMENT of CO-OPERATIVE ADVERTISING PROJECT

Refer to specific type of advertising project outlined below for reimbursement documentation requirements.

A list of co-operating partners and the amount each contributed to the project is required. Requests for reimbursement will not be processed without this information.

1.2 PRINT ADVERTISING: MAGAZINE AND NEWSPAPER

ITC LOGO REQUIREMENT

Printed materials the size of a standard magazine-page or larger must incorporate the largest of the three ITC grant logos: ITC grant logos.

Documents smaller than a standard magazine page will incorporate the medium ITC grant logo.

Reader response cards and advertisements smaller than one-quarter of a standard magazine page should use the smallest ITC grant logo.

The size of these logos *should not be changed* for general advertising in magazines, brochures, etc.

For reimbursement of…	Required supporting documentation:
Cost of ad design	• Invoice from ad agency (if applicable) • Supporting documents to be kept on file by grantee
Ad placement costs	• Insertion order or invoice from publisher with publication date(s). • Co-op partners' contribution, if applicable, must be documented on all requests. • For pre-payment, copy of ad accompanied by copy of Ad Approval Form if tearsheet not available. The file will be flagged and noted that, in order to close the grant, all tearsheets must be received and on file prior to final RFF. If not received, the final RFF will not be processed, nor the grant closed. Grantee will be responsible to have tearsheet in their file. • Electronic copy of the tearsheet that reflects the name of the newspaper or magazine and the publication date. If name and date aren't legible, attach the publication cover electronically as soon as tearsheet is available.

*In the case of co-op advertising all back-up documentation must be provided unless the co-op is with the State Tourism Division.

1.3 OTHER ADVERTISING: SIGNS, BILLBOARDS, ADVERTISING SPECIALITIES, ETC.

ITC LOGO REQUIREMENT

Signs, billboards, banners, advertising specialties, DVDs intended for media use, etc., must include the ITC grant logo in a size which allows www.visitidaho.org to be easily read and the logo readily identified.

- Increasing the size of the logo, retaining height in proportion to width, to suit the design of the larger piece is allowable.
- For uses other than those specified here, contact the ITC Grant Analyst for assistance.

For reimbursement of…	Submit this documentation:
Design, Production, and Installation	• Invoice from ad agency or service provider • Photo of board **each time vinyl is changed. Even if it is the same billboard ad as previous last year, you still have to send a digital photo.** • Co-operating partner's cash contribution to the project (if applicable)

1.4 VISUAL BROADCAST ADVERTISING: TV, VIDEO, PODCAST, WEBCAST, ETC.

ITC LOGO REQUIREMENT

- TV productions, commercials, videos, films, podcasts, etc., should feature the ITC grant logo as the last frame of the product in a size large enough to make it easily readable by a viewer.
- The logo should appear on the screen for at least 3 seconds.

For reimbursement of…	Submit this documentation:
Production costs	• Invoice from ad agency (if applicable) detailing production costs. Supporting documents to be kept on file by grantee • List of advertisers and their contribution (if applicable) • Co-operating partners' cash contribution to the project (if applicable)
Airing the production	• Copy of the invoice with a **summary** of the dates and times the ad ran. **The master run log is to remain on file with grantee** • Electronic copy of the Ad Approval Form and copy of the ad • If Approval Form not available, provide electronic copy of ad, or screenshot of page verifying ITC logo

1.5 AUDIO ADVERTISING: RADIO, PODCAST, ETC.

ITC AUDIO CREDIT STATEMENT REQUIREMENT

- The audio credit statement "*Visit Scenic Idaho*." should be placed at or near the end of the advertisement. It may be incorporated into another phrase, e.g., "We look forward to seeing you at the Snake River Stampede when you '*Visit Scenic Idaho*.'"
- If event sponsors or other information is listed at the end of an advertisement, the phrase "*Visit Scenic Idaho*" should be at the end of the script to emphasize the message.

DOCUMENTATION REQUIRED FOR REIMBURSEMENT

For reimbursement of…	Submit this documentation:
Production costs	• Invoice from ad agency (if applicable) detailing production costs. Supporting documents to be kept on file by grantee • If other businesses are mentioned, a list of advertising partners and the amount each contributed
Airing or posting the production	• Electronic copy of script affidavit or copy book identifying the station, notarized script, and number of spots[2] from the broadcaster

1.6 INTERNET ADVERTISING: INTERNET ADS, BANNER ADS

ITC LOGO REQUIREMENT

- **Internet and Banner Ads**: The ITC grant logo www.visitidaho.org must be incorporated when possible. If ad size doesn't allow for the logo, it may be left off ***only if*** the banner ad links directly to grantee or designated non-profit partner's website and the landing page displays the linked ITC grant logo. (ITC 10-Jan-2013)

- **Newsletters:** The ITC logo linked to www.visitidaho.org must be incorporated.

- If linking to a designated non-profit partner, grantee's logo as well as ITC logo must be linked.

For reimbursement of…	Submit this documentation:
Ad design cost	• Invoice from ad agency (if applicable) • Supporting documents to be kept on file by grantee
On-line ads linked to a page displaying the ITC logo	• Invoice from ad agency (if applicable) or invoice from vender • Screen print showing the ad, the web address, and the date

1.7 STATE SPONSORED CO-OP ADVERTISING

The Division of Tourism offers grantees and other businesses the opportunity to partner with them to leverage advertising dollars. State-sponsored projects convey Idaho's tourism message on part of the piece, with co-op partners' messages featured on the remainder. ITC grant funds may be used to participate in these advertising projects.

[2] Make sure to keep the invoice from the radio station on file which documents the actual run log in the event it is needed for reference or an audit.

A list of state co-op advertising opportunities is available on the ITC grant webpage. State co-op advertising samples are also available.

ITC LOGO REQUIREMENT

The **ITC logo is not required** when participating in state-sponsored co-op projects since the state's travel promotion message and logo are already prominently featured.

DOCUMENTATION REQUIRED FOR REIMBURSEMENT

Refer to specific type of advertising project outlined above for reimbursement documentation requirements.

Websites Referenced in this Chapter:

On-line Project Approval Form
commerce.idaho.gov/tourism-grants-and-resources/grant-management/grant-approval-forms/

Idaho Travel Council Members:
www.commerce.idaho.gov/travel/idaho-travel-council-members.aspx

ITC Grant Logos
www.commerce.idaho.gov/travel/itc-grant-logos.aspx

Visit Idaho--State of Idaho's Official Travel & Tourism Website
www.visitidaho.org/

ITC Grant Program Analyst (program manager)
renea.nelson@tourism.idaho.gov

State Travel Marketing Co-operative Promotional Opportunities
www.commerce.idaho.gov/travel/itc-co-op-programs.aspx

2.0 COLLATERAL MATERIALS

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Collateral materials include informational brochures, visitor guides, rack cards, posters and flyers, pamphlets, etc. which will be printed in volume. Applicant shall state the purpose of the project, indicate if it is a reprint or new design, provide an estimated amount to be printed, and give a brief description of its layout and design. *Review the handbook's Introduction and General Information prior to planning collateral projects.*

One visitor guide/directory project is eligible per grant cycle. Total project costs incurred and match generated and received for a visitor guide/directory project prior to the grant cycle will be accepted. This does not guarantee ITC funding will be provided on any projects that have commenced prior to funding. (ITC 2-August-2011)

ADVERTISING SALES in COLLATERAL MATERIALS (NO NET PROFIT RULE)

Advertising sales in ITC-funded collateral materials is allowed; however, advertising revenue must be deducted from total expenses before ITC-funds are requested for any remaining balance.

Under no circumstances will a grantee make a net profit from a project for which ITC grant funds are used. If advertising sales or partner contributions exceed the cost of producing the collateral project, the amount up to the total of the documented expenses can be submitted as cash match.

When producing a collateral project, grant funds will be used to bridge any gap between the production costs and the income generated from contributions or the sale of advertising in the piece. Grant funds cannot be used on any project where income from direct contributions or ad sales is sufficient to cover the cost of the piece's production. If the funds were awarded in a grant for the collateral piece and income exceeds production costs, the funds can be shifted within the other grant elements (See Chapter 12.6, Amendments and Extensions).

The amount contributed by each co-operating partner or collected for an ad purchase must be declared and subtracted from the amount requested for reimbursement.

A project that has advertisements will not be processed for reimbursement without declaring advertising partners and their in-kind value or cash contributions.

CO-OP ADVERTISING

Refer to Chapter 1.1 for details on co-operative advertising.

NON-EXCLUSIVITY and MEMBER BENEFITS

Selling ad space in or on a collateral piece to other grantees, non-profit organizations, and for-profit partners is allowed, and could qualify as match. All lodging properties must be given equal opportunity

participate in co-operative advertising with the grantee. Advertising space provided at no cost as a benefit of membership in an organization is not appropriate when the piece is grant-funded.

If advertising space is used as a "member benefit" and no revenues are received, the space must be valued as if it was sold and used to offset the amount requested for reimbursement.

DESIGN REQUIREMENTS

When designing a print piece, the word "Idaho" should appear prominently on the front. Rack cards/brochures should have "Idaho" visible on the top portion for easy identification in a display rack.

ITC GRANT LOGO/CREDIT STATEMENT REQUIREMENTS for PRINTED COLLATERAL MATERIAL

- ITC grant logo **must appear intact as shown below on the front, back, or inside front cover** of all ITC grant-funded printed media. For publications such as visitor's guides and magazines where the front cover, inside front cover, or back cover is not available due to design requirements, publication quality detraction, or potential advertising sales, the ITC will allow the logo to be displayed on the contents page if the contents page immediately follows the inside front cover. This allowance is dependent upon all other logo requirements being met. *(The grant logo does not suffice for the requirement to have the word "Idaho" on the publication's cover.)*
- The state's call to action, "*For additional information on Idaho call 1-800-VISIT-ID*" must also appear near the logo on each piece. A minimum font size of 9 pts should be used. Note: when using the ad approval system, this is referred to as the State ID.
- Grantee or designated non-profit partner's logo and call to action *must be obvious* through the use of their logo, website, and contact information.
- A print identification number must be on each piece near the logo. The print ID is made up of the grant year, region, ITC Grant number and the quantity printed, as shown below.

IDAHO
www.visitidaho.org
09-VII-01 15M

For additional
Information on Idaho call
1-800-VISIT-ID

This print identifying information would be displayed on collateral materials smaller than a standard periodical page, printed with 2009 grant funds awarded to a Region 7 grantee with assigned grant number 01, and a print run of 15,000.

- Printed collateral materials the size of an entire standard magazine page or larger must incorporate the largest of the three ITC grant logos, plus the call to action text and print identification number in a font no smaller than 9 pt.

- Documents collateral smaller than a full standard magazine page will incorporate the medium ITC grant logo, plus call to action text and print identification number in a font no smaller than 9 pt.

- Postcards and collateral materials smaller than one quarter page should use the smallest ITC grant logo, plus call to action text and print identification number in a font no smaller than 9 pt.

- When producing a CD or DVD intended as a promotional piece (as opposed to a press kit), the ITC logo must be accompanied by the state "call to action" and the print identification number.

- When **reprinting a collateral piece**, the print ID must be updated to reflect the ITC grant funding year and the new quantity reprinted *even if the document has not changed***.**

REIMBURSEMENT REQUIREMENTS

Proper use of the ITC grant logo, Print ID, and State ID

The *supporting* documentation is the same whether project coordination is handled by grantee/staff or an ad agency. All vendor invoices must be submitted.

For reimbursement of…	**Submit:**
Production costs	• Invoice from ad agency (if applicable) • Supporting invoices to be kept on file if agency used • Electronic copy of the printed material • If partners were included or ad sales were made, a list of partners/advertisers and their contribution

---

Websites Referenced in this Chapter:

ITC Grant Logos
www.commerce.idaho.gov/travel/itc-grant-logos.aspx

3.0 DIRECT MAIL AND E-MAIL MARKETING CAMPAIGNS

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Review the handbook's Introduction and General Information prior to planning direct mail and e-mail marketing campaigns.

For the purpose of this grant program, Direct Mail is defined as "promotional items developed to attract a targeted audience to a destination, attraction, or event; or to gather information from a potential client group such as meeting planners, tour planners, and travel writers." Distribution of the promotional item can be accomplished by bulk mail or electronic delivery. If distributed by bulk mail, the mailing cost is not considered fulfillment which is covered by the Administration/Fulfillment allowance.

ITC GRANT LOGO/CREDIT STATEMENT REQUIREMENTS for PRINTED DIRECT MARKETING MATERIALS

Same as Chapter 2.0 Collateral Materials.

ITC GRANT LOGO/CREDIT STATEMENT REQUIREMENTS for ELECTRONIC DIRECT MARKETING PIECES

The ITC logo on a direct mail piece that is delivered electronically should meet the logo size requirements for a printed piece, but does not need to have the print identification number or call to action.

Onscreen, the logo should be large enough to be easily read and readily identified. The logo must be linked to the state tourism website if technology allows.

DOCUMENTATION REQUIRED FOR REIMBURSEMENT

For reimbursement of…	Submit this documentation:
Production costs	• Invoice from ad agency (if applicable) • Supporting invoices to be kept on file by grantee • Electronic copy (printed material) • Screen print or electronic copy of newsletter (e-mail campaign)
Mailing list	• Invoice from supplier
Mailing costs	• Bulk mailing invoice or receipt from carrier showing postage amount and number of pieces mailed • Keep individual receipts on file

Websites Referenced in this Chapter:

ITC Grant Logos
www.commerce.idaho.gov/travel/itc-grant-logos.aspx

Visit Idaho--State of Idaho's Official Travel & Tourism Website
www.visitidaho.org

4.0 WEBSITES AND SOCIAL MEDIA

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Review the handbook's Introduction and General Information when designing pages for websites and social media home pages.

Websites must be travel and tourism-focused. Area lodging should be included on any grant-funded website. The list must be non-exclusive: ***all*** area lodging properties and private campgrounds that would like to be listed must be accepted; membership in the grantee organization cannot be a prerequisite for being included. It is not appropriate to charge lodging properties a fee for appearing on a list of accommodations.

Reimbursement for any grant project where matching funds are generated will be eligible at the total cost of the project, less any match provided on the project which would include banner ads, and/or paid advertising which generates revenue to offset costs of the website. Reimbursement is not factored per 87.5% eligibility, rather actual revenue generated. (ITC 12-Oct-2011)

Social Media standards are continually changing. For ongoing updates to Social Media guidelines, refer to Best Practices on the ITC grant website.

ITC GRANT LOGO/CREDIT STATEMENT REQUIREMENTS for WEBSITES and SOCIAL MEDIA

Websites funded wholly or in part with grant funds must display the Idaho Travel Council grant logo linked to www.visitidaho.org on the homepage.

Social media pages (Facebook, MySpace, Twitter, etc.) should include the ITC grant logo linked to www.visitidaho.org not feasible due to technical limitations.

4.1 NEW/REDESIGNED WEBSITES

Only one (1) website is eligible for ITC funding. Development of a micro-site that is tied to the organization's original website is also eligible for funding if there is a concise marketing plan and budget in place to drive traffic to the flagship site. The grantee will submit a site request, along with the two to three (2-3) page plan and budget (with SEO included) to the Staff and ITC for review and approval prior to engaging in the project.

In addition to budget, include target audience(s), target market(s), paid advertising support (media plan), earned media outreach (PR and social media activities), marketing support (email campaigns and promotions) and site map, including content, technologies used (Flash, databases, video) and Google Analytics or other tracking software. (ITC 2-August-2011)

- If the website design cost is expected to exceed $5,000, it is subject to the informal bid process (see Chapter 12.2: Subcontracting).

- A professional website should include at the minimum the following: title, meta tags, tagging, keywords, and view source code. Competent web designers are aware of the importance of these items.

For reimbursement of…	Submit this documentation:
Website Design and Programming	• Invoice from designer/programmer • Website address and screen shot verifying ITC logo • Supporting invoices[3] for digital maps, photos, etc. to be kept on file by grantee

4.2 WEBSITE HOSTING AND DOMAIN NAMES

The cost of web hosting and annual purchase of a domain name, or names, are allowable expenses.

For reimbursement of…	Submit this documentation:
Purchase of domain name(s)	Invoice from internet host
Website hosting	Monthly, Quarterly, or Annual invoice

Website hosting-domain charges are eligible for reimbursement within the approved grant cycle .
(9-Oct-2013)

4.3 TECHNICAL UPGRADES/MAINTENANCE

- The costs of technical upgrades and maintenance can be reimbursed as needed and do not need to be included in the initial design estimate.

- If the website upgrading or maintenance costs are expected to exceed $5,000 over the life of the grant, informal bids must be collected as described in Chapter 12.2: Subcontracting.

For reimbursement of…	Submit this documentation:
Website upgrading or maintenance	Invoice from programmer detailing work done.

4.4 WEBSITE CONTENT UPDATING

[3] For example, if the web designer/programmer provides an itemized billing that includes the purchase of a map, photograph usage, etc, the supporting invoice from the vendor of that web element needs to be included in the request for funds to support the purchase.

- Event listing or lodging property updates can be reimbursed if someone is contracted to do the work.

- The same work done within the organization can be claimed as cash match with proper documentation.

- Work done to update Chamber calendars or other web pages dealing strictly with the organization's membership cannot be reimbursed. Cash match will be allowed. (ITC 21-Mar-2013)

For reimbursement of…	Submit this documentation:
Updating events or lodging listings	• Invoice from vendor
To be claimed as match…	**Submit this documentation:**
Updating events or lodging listings	A document on organization letterhead with the following for each employee: • hours spent updating website • total amount of wages and benefits • employee's signature • supervisor's signature

4.5 WEBSITE AUTHORING SOFTWARE

If the grantee has the capabilities to make updates and maintain a website internally, the purchase of appropriate website authoring software can be reimbursed. Such a software purchase must be approved as a line item in the grant application.

For information on Computer hardware see Capital Outlay 11.0.

For reimbursement of…	Submit this documentation:
Website Design and Programming	• Invoice from vendor indicating software name and version

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Websites Referenced in this Chapter:

ITC Grant Logos
www.commerce.idaho.gov/travel/itc-grant-logos.aspx

Visit Idaho--State of Idaho's Official Travel & Tourism Website
www.visitidaho.org

ITC Grant Program Analyst (program manager)
renea.nelson@tourism.idaho.gov

5.0 FAM TOURS AND SITE VISITS

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Review the handbook's Introduction and General Information prior to hosting fams and site visits.

Fam (Familiarization) Tour—hosted tours extended to travel writers and travel industry personnel, tour operators, bloggers, and others with industry influence as a way of informing the customer and influencing segments of the industry.

Site Visit—a hosted tour of an area's attractions, events, lodging, and meeting facilities for meeting and event planners who can bring meetings, conventions, or events to an area.

5.1 FAMS

Participation expenses of one (1) local host to every five (5) participants can be reimbursed at actual cost. Costs associated with additional hosts or participant's non-working companions can be used as match. A signed travel reimbursement form is not required.

Other expenses that can be reimbursed or used as match include:

- Invitations, information folders, agendas, etc.
- Travel to Idaho*
- Vehicle rental** (van, bus, etc.) and fuel
- Lodging
- Meals for visitors and host(s)***
- Attraction admission
- Recreation fees
- Docent or guide
- Bellman tips
- Snacks
- Hospitality room

*When flying, additional personal insurance ***cannot*** be reimbursed.

Optional Personal Accident Insurance/Personal Effects Coverage/Lost Damage Waiver (*PAI*/PEC/LDW) and associated taxes ***cannot* be reimbursed.

Meals are reimbursable at the State per diem rate. If the expense is greater than the allowable per diem, the difference can be claimed as cash match with appropriate documentation. However, alcoholic beverages ***cannot be reimbursed nor considered for cash match.

Promotional items and gifts for FAM visitors may be used as cash match, but not reimbursed.

(ITC 19-Jan-2010)

A detailed agenda of the tour should be submitted to the grant analyst *prior* to the fam using the on-line ad approval system. The agenda should include:

- Name(s) of the individuals invited and their organization
- Arrival day and time
- Locations to be visited
- Departure day and time

5.2 SITE VISITS

Participation expenses of one (1) local host to every five (5) participants can be reimbursed. Costs associated with participant's non-working companions can be used as match. A signed travel reimbursement form is not required.

Expenses that can be reimbursed include:

- Travel to Idaho*
- Vehicle rental** and fuel
- Lodging
- Meals***
- Attraction admission fees
- Hospitality room

*When flying, additional personal insurance ***cannot*** be reimbursed.
Optional Personal Accident Insurance/Personal Effects Coverage (*PAI*/PEC) ***cannot* be reimbursed.
Meals are reimbursable at the State per diem rate. If the expense is greater than the allowable per diem, the difference can be claimed as cash match with appropriate documentation. However, alcoholic beverages ***cannot be reimbursed nor considered for cash match.

Promotional items and gifts for FAM visitors may be used as cash match, but not reimbursed.

(ITC 19-Jan-2010)

ITC GRANT LOGO/CREDIT STATEMENT REQUIREMENTS for FAMS and SITE VISITS

The ITC logo should be on all agenda and other informational materials given to the attendees. Refer to Collateral Materials, Chapter 2.

REQUIRED DOCUMENTATION FOR FAM TRIPS AND SITE VISITS

For reimbursement of…	Submit this documentation:
Air travel	Itinerary with cost of travel
Baggage	Receipts
Car/van rental and fuel	Invoices from rental company and gas receipts
Taxi Bus/Tip	Receipts
Lodging	Hotel receipt—**daily charges itemized,** name of visitor
Meals*	An itemized receipt of what was ordered—not just the amount of the bill on a receipt. If alcoholic beverages were ordered, then the total with the cost of the beverage, including tax and tip is subtracted.

Miscellaneous expenses including attraction admission, recreation fees, promotional gifts, docent/guide, snacks, hospitality room, etc	Receipts indicating purchase and purpose

* To reimburse a hosted guest who has paid for a meal or meals, the maximum reimbursement is the in-state per diem unless receipts and proof of payment by the grantee *to the visitor* is provided.

Websites referenced in this Chapter:

On-line Project Approval Form
commerce.idaho.gov/tourism-grants-and-resources/grant-management/grant-approval-forms/

6.0 SPONSORSHIPS AND PARTNERSHIPS

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Review the handbook's Introduction and General Information prior to entering into contracts for event sponsorships or partnerships.

Hosting major events has the potential to generate national exposure for a destination and the state. The grantee's logo AND the ITC grant logo should be used when possible.

The use of a hospitality room for sponsorships and partnerships that acknowledges ITC funding is an eligible expense.

6.1 MAJOR EVENT SPONSORSHIP

A contract and/or letter of intent signed between the grantee and the organizer of the event must detail the sponsorship commitment and be attached to the request for funds (RFF). Documented expenses incurred by a promoter or event contractor may be claimed as match up to the grant investment in the event if proof of payment (invoice marked paid) is provided.

Total return on investment, above the allowed match amount, is requested to fully document the leveraged funding of the event.[4]

REQUIRED DOCUMENTATION FOR MAJOR EVENT SPONSORSHIP

For reimbursement of…	Submit this documentation:
Financial sponsorship of a major event	• Agreement between grantee and event promoter indicating that grantee and ITC grant logos will appear in print, television, radio, and web advertising for the event • All back up documentation for marketing done • In-kind match appreciated on narrative reports

[4] See Chapter 13.6 Narrative Reports for further information on reporting return on investment.

6.2 SPONSORSHIP OF A CONVENTION, TRADE SHOW, MEETING, OR SPORTS EVENT

In order to provide a competitive edge in bidding and booking a piece of business, it is common to offer sponsorship of a meal, break, or other enticement to secure an event.

Promotional items and gifts for FAM visitors may be used as cash match, but not reimbursed.

(ITC 19-Jan-2010)

REQUIRED DOCUMENTATION for MEETING OR CONVENTION SPONSORSHIP

For reimbursement of…	Submit this documentation:
Financial sponsorship of an event	• Agreement between grantee and sponsored entity • Itemized invoice(s)s from vendor(s)

6.3 STATE-SPONSORED CO-OPS

The Division of Tourism provides several different marketing co-op opportunities throughout the year. A presentation of state sponsored co-ops is given at the Grant Summit each spring. Grant funds may be used to participate in these co-ops.

6.4 COMMUNITY PARTNERSHIPS

Regional and local tourism entities are encouraged to incorporate tourism-generating projects proposed by individual community organizations (museums, event organizers, arts commissions, etc.) in their promotional efforts.

DOCUMENTATION REQUIRED FOR REIMBURSEMENT

For reimbursement of…	Submit this documentation:
Grantee's share of partnership	• Signed agreement outlining partnership

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Websites Referenced in this Chapter:

ITC Grant Logos
www.commerce.idaho.gov/travel/itc-grant-logos.aspx

7.0 SHOWS AND OTHER TRAVEL

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Review the handbook's Introduction and General Information prior to planning travel.

Expenses for attending industry trade shows, consumer travel shows, convention bid presentations, sales blitzes, and international trade missions are allowed. However, fees for association membership to access or obtain discounts for such shows can only be used as cash match.

Travel expenses for attending the Grant Summit, Idaho Conference on Tourism, and other training directly related to completing the marketing program approved by the ITC can be reimbursed.

Reimbursement of travel expenses conforms to the rules of the Idaho State Idaho Board of Examiners.

7.1 INDUSTRY TRADE SHOWS AND CONSUMER TRAVEL SHOWS

Industry trade shows allow the exhibitor to "sell" their area to tour operators, travel writers, travel agents, meeting planners, and others who have the potential of bringing large groups of visitors to the state.

Consumer travel shows put the exhibitor face-to-face with consumers looking for a vacation destination or meeting venue.

Expenses eligible for reimbursement include:

- Registration
- Booth space and furnishings, power, wireless service, etc.
- Rental of business card scanning equipment
- Travel, lodging, and per diem expenses for attendees
- Cost of shipping or checking literature as baggage
- Cost of shipping or checking a trade show booth as baggage

PARTNERING WITH A FOR-PROFIT PARTNER

The Idaho Travel Council supports partnering with a for-profit partner whose financial interests compliment the goals of the grantee. The following scenarios are most common:

- The partner attends the show and displays the grantee's marketing materials; the grantee pays part of the costs for the partner.
- Grant funds are used for the booth fees and/or registration and the partner pays the travel costs which can be considered cash match.
- The partner pays for the exhibit space and the grantee's representatives staff the booth.

NON-EXCLUSIVITY

All lodging properties must be given equal opportunity to partner with the grantee when attending trade or travel shows. A grantee may not deny a lodging property the opportunity to share expenses based on non-membership in the grantee's organization.

REIMBURSING FOR-PROFIT PARTNERS' EXPENSES

For reimbursement of any portion of a for-profit partner's trade/travel show expenses, the partner *must have* the grantee's logo or name displayed and visitor guide or other promotional material(s) available.

The arrangement between the partners must be indicated in the grantee's scope of work and should be backed up upon request with the grantee's marketing plan or committee minutes.

Leads generated from an ITC-funded show attendance must be available to the grantee and the Division of Tourism, and are not proprietary.

EARLY REGISTRATION

Since it is often necessary to register and pay for exhibitor space up to a year in advance of the show, the cost of registration and travel cost for attendance may be paid for from different grants. *However*, this does not imply that funds will be awarded the second year to cover travel to the show.
A list of ITC-approved consumer travel and trade shows is available on the ITC Grant website. The list is not all-inclusive; contact the grant analyst to discuss shows not on the list.

For reimbursement of…	Submit this documentation:
Registration	Copy of the completed registration form showing show dates and booth costs; copy of agenda
Shipping brochures and other literature	Shipping service invoice (if applicable)
Shipping the booth	• Shipping service invoice (if applicable) • If taking a trade show booth on the plane, the excess baggage receipt with a note indicating the baggage was the trade show booth
Furnishings, electricity, wireless service, business card scanners, and other booth-related expenses	Invoices from vendors WITH THE NAME AND DATES OF THE SHOW INDICATED or written in by grantee
Handling charges by the hotel or show	Receipts

7.2 BID PRESENTATION AND SALES BLITZ EXPENSES

Reimbursement can be requested for travel expenses, stationary supplies for bid documents, and printing costs of bid or blitz packets *must include ITC grant logo*.

If the presenter is attending a convention or organization meeting, the same travel guidelines as for trade and travel shows should be followed when requesting reimbursement for travel costs. It is important to include a program or agenda from the event, and indicate whether the traveler participated as an attendee, or made an appearance as a guest presenter.

7.3 SALES BLITZ EXPENSES

Reimbursement can be requested for travel expenses, stationary supplies or blitz packets, and printing costs and shipping of blitz materials *must include ITC grant logo.*

In addition to documentation for the travel, a list of businesses and organizations visited and the contact person should be included in the RFF.

7.4 TRADE MISSIONS AND INTERNATIONAL PROMOTIONAL EVENTS

Expenses for participation in trade missions and international promotional events may be reimbursable from an ITC grant.

7.5 TRAVEL EXPENSE DOCUMENTATION

Before the travel begins: Print out a receipt/itinerary of the plane reservation if it is made on-line. Make sure it has the traveler's name, **departure time and date**, and total cost of the ticket printed on the receipt. **Find appropriate per diem**: For out of state travel, find the GSA (federal) reimbursement allowance for meals in the destination city at www.gsa.gov.

Note: Reimbursement for air travel may be requested prior to a trip *without* using the travel form. The receipt and a copy of an itinerary for the visit or an event agenda will be considered appropriate documentation.

For reimbursement of…	Submit this documentation:
Air travel	Ticket confirmation with the traveler's name, the cost of the tickets, and departure and arrival times [i]
Baggage	Receipt(s)
Excess Baggage	Receipt and explanation of what was shipped
Mileage	Mileage between city of departure and city of event. If there was travel in excess of this amount, indicate the purpose of the travel and approximate mileage
Rental car	Receipt from leasing agency[5]; receipts for fuel
Taxi Bus/Tip	Receipts
Parking at the airport of departure and parking during travel	Receipts showing date(s) and times(s)
Per Diem	**Event program** showing schedule for entire show, and meals included with registration Arrival and departure times and dates consistent with air or car travel Daily GSA per diem allowance if traveling out-of-state Daily US Department of State allowance if traveling out-of-country
Lodging, Business Phone Calls	Hotel receipt—**daily charges itemized**[6,7] NOTE: make sure all optional charges are the choice of the traveler; the cost of expenses such as in-room safes are not reimbursable from an ITC grant.
Miscellaneous	Receipts indicating purchase and purpose

[5] When renting a car, the optional Personal Accident Insurance/Personal Effects Coverage (*PAI*/PEC) cannot be reimbursed. When flying, optional personal insurance cannot be reimbursed.
[6] If the room receipt indicates double occupancy, indicate the single-occupancy room rate.
[7] A personal phone call of up to 15 minutes in length can be reimbursed for each day of in-travel status.

7.6 COMPLETING THE TRAVEL REIMBURSEMENT FORM

You can find the travel reimbursement form in Word on-line and at the end of this handbook in Chapter 13.2.

Purpose: Name of the event, and reason attending.

Departure Time: Time the traveler leaves work for the trip if driving. If flying, this is considered one hour prior to the flight's scheduled departure time.

Return Time: is defined as the time the trip is concluded, or the time the plane arrives. IF THERE IS A DELAY OR CHANGE IN THE ARRIVAL TIME, AN EXPLANATION OF THE DIFFERENCE BETWEEN THE TIME ON THE TICKET AND THE ACTUAL ARRIVAL TIME MUST BE INCLUDED.

Air Travel: Attach a copy of the electronic ticket confirmation or ticket stub showing:

name of passenger
departure time and date
return time and date
cost of the ticket[8]
baggage charge receipts

If the ticket/receipt shows any additional baggage charges, VERIFY BUSINESS NECESSITY OF THE BAGGAGE (one personal bag is allowed). Personal ***excess*** baggage costs will not be reimbursed.

Meals:

When traveling in-state, the daily per diem allowance is $30/day. Meal per diem for partial day travel should be calculated as follows:

Breakfast = 25% of daily Per Diem
Lunch= 35%
Dinner = 55%

- When claiming meal per diem for a partial day, ADD up the meal amounts allowed.

[8] It is possible to get duplicate copies of an itinerary, but some airlines are charging up to $20 for this service. The cost of obtaining a duplicate itinerary will not be reimbursed.

For out-of-state travel, use the GSA per diem allowance for the city you are visiting.

Primary Destination (1)	County (2, 3)	Max Lodging (exc. taxes)	+	M&IE Rate	=	Max Per Diem Rate (4)	First & Last Day (75% of M&IE)
Ashland / Crater Lake	Jackson / Klamath	87		44		131	33.0
Beaverton	Washington	98		44		142	33.0
Bend (October 1 - June 30)	Deschutes	90		44		134	33.0
Bend (July 1 - August 31)	Deschutes	124		44		168	33.0
Bend (September 1 - September 30)	Deschutes	90		44		134	33.0

Include a copy of the rate schedule with your request for funds (RFF).

These are the MAXIMUM amounts that can be reimbursed for meals. Use the M&IE (meals and incidental expenses) rate—***not*** the "First and Last Day" figures. Per diem for first and last days will be based on the arrival and return times.

If the city is not listed find a city in the same county and use that per diem rate. To verify county, use the National Association of Counties link found at the top of each state per diem page or at www.naco.org. If a per diem amount for the county visited is not listed in the GSA per diem allowance table, use $46.00/day as defined by the Idaho State Board of Examiners.

Per Diem for meals for partial day travel should be calculated as follows:

Breakfast = 25% of daily per diem
Lunch= 35%
Dinner = 55%

- When claiming meal per diem for a partial day, ADD up the meal amounts allowed.
- An agenda or program from the event that indicates meals provided with registration *must be included* with the request for reimbursement. If the traveler didn't participate in a meal paid for by the event registration, the missed meal cannot be claimed for reimbursement.
- Continental breakfasts need not be considered the morning meal.
- Evening receptions need not be considered the evening meal.

Hotel:

- The hotel receipts **must show the name of the traveler and the charges for each night stayed**. If the rate changes during the course of the stay please provide an explanation for the change.
- If the hotel invoice indicates more than one person in the room, the additional expense deducted from the total or clarification that the rate is not affected by double occupancy is required.

- When business center charges, internet charges, or phone charges appear on the invoice, indicate whether or not the additional charges were for business purposes. One daily ten-minute personal call can be reimbursed.

- To expedite processing, take care to deduct personal expenses and overnights if applicable. Room safe fees are considered a personal expense.

Out-of- country travel:

If traveling out of the country, all costs must be converted to US dollars. A site for daily conversion rates is available on the grant website. Per Diem allowances for out of country travel are set by the US Department of State. They can be found on-line at http://aoprals.state.gov/web920/per_diem.asp

While traveling to the foreign country, the out-of-state per diem of $46.00 will apply until the traveler(s) arrive overseas.

The state of Idaho foreign travel policy, pursuant to Idaho Code §67-2008A, is:

The foreign travel per diem allowance (FTPDA) is a payment in lieu of reimbursement for actual expenses. The FTPDA is intended to cover the costs of meals at adequate, suitable and moderately priced facilities including costs of mandatory service charges, taxes, laundry and dry cleaning.

The FTPDA will be based on the most current publication of U.S. Department of State Maximum Travel Per Diem Allowances for Foreign Areas. The daily FTPDA will be 100% of the listed M & IE rate in the above publication.

The actual cost of lodging plus applicable tax and service charge will be reimbursed to the traveler.

When applying partial day travel, please use the following percentages:

Partial Day Per Diem Reimbursement
Where grantees are to be absent from their official station on official business for less than twenty four (24) hours, partial day per diem reimbursement is equal to a maximum of twenty-five percent (25%) of the total per diem rate for breakfast, thirty-five percent (35%) for the total per diem rate for lunch, and fifty-five percent (55%) of the total per diem rate for dinner.

Please note laundry is part of your per diem allowance, as well as, the other items listed above and is subject to the above partial day reimbursement allocations. (Updated 06-Jan-2012)

Signature

The travel form MUST BE SIGNED BY THE TRAVELER(S). The request for funds cannot be processed if the form is not signed.

Brief Trip Report

Trip Reports should be prepared for inclusion in the quarterly narrative reports. The report should include purpose of travel, results of trip, follow-up items and any additional recommendations.

Websites Referenced in this Chapter:

Rules of the Idaho State Board of Examiners
www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm

ITC Grant Logos
www.commerce.idaho.gov/travel/itc-grant-logos.aspx

GSA (Federal) Per Diem Allowances by City
http://www.gsa.gov/portal/category/21287

Rand McNally Mileage Calculator
www.randmcnally.com/rmc/directions/dirGetMileageInput.jsp

US Department of State Per Diem for Foreign Travel
aoprals.state.gov/web920/per_diem.asp

ITC Grant Electronic Forms
www.commerce.idaho.gov/travel/grant-forms.aspx

National Association of County Website to find out in which county a city is located
www.naco.org

8.0 TRAINING

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Review the handbook's Introduction and General Information prior to planning training.

Expenses for training that familiarizes front-line staff with the area's attractions and gives them information to help promote the area are reimbursable.

Classroom training that focuses on travel and convention promotion methods is also reimbursable.

8.1 HOSPITALITY TRAINING

A signed travel reimbursement form is not required.

REQUIRED DOCUMENTATION: Agenda

For reimbursement of…	Submit this documentation:
Host/Trainer	Invoice for services
Meals	Itemized invoice and list of attendees
Snacks/Water	Invoice
Venue rental	Invoice
Vehicle rental and fuel	Invoice from rental company and gas receipts

8.2 PROFESSIONAL DEVELOPMENT TRAINING

The Idaho Conference on Recreation and Tourism (ICORT) and the annual Grant Summit are the only professional development training that are reimbursable from the grant.

Other training directly related to completing the marketing program approved by the ITC may be reimbursed with ITC approval. Reimbursement of costs associated with other professional development is beyond the scope of the ITC grant program, but such costs may be used as cash match.

If other training is entered into a Scope of Work on the grant application and inadvertently approved, the guidelines take precedence, and the cost of the training will not be reimbursed.

8.3 IDAHO CONFERENCE ON RECREATION AND TOURISM (ICORT)

REQUIRED DOCUMENTATION

For reimbursement of…	Submit this documentation:
Registration	• Pre-registration confirmation verifying $ amount • Receipt • Agenda
Travel & Lodging Expenses	Refer to Chapter 7.5 for instructions on completing a travel request form and necessary documentation Include a copy of the conference agenda

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There are no websites referenced in this chapter.

9.0 PUBLIC RELATIONS

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Review the handbook's Introduction and General Information prior to working with a PR agency. Appropriate logo credit guidelines can be found in the Advertising section, Chapter 1.

Public Relations (PR) is a broad category which covers any number of promotional activities. It is common to hire a public relations firm or individual to carry out a professional PR program. Activities commonly assigned to PR are:

- Design and distribute press kits
- Media relations
- Copywriting
- Design and organize media fam and site visit itineraries
- Write newsletters, e-newsletters and blogs
- Pitch story ideas
- Manage social media (sites must link to appropriate Idaho Tourism social media sites)

A detailed invoice listing the work done during the billing period or relating to a single project is required for reimbursement of PR activities.

Rules regarding subcontracting apply if the total expenditures during the 14-month grant year exceed $5,000. Refer to Chapter 12.2: Subcontracting for further information.

There are no websites referenced in this chapter.

10.0 MARKET RESEARCH

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Review the handbook's Introduction and General Information prior to undertaking a project. The final report should bear the ITC grant logo. Refer to Chapter 1 for specifications.

Typical market research programs include:

- Leads programs
- Conversion studies
- Asset inventory
- Feasibility studies
- Tourism economic impact studies

Rules regarding subcontracting apply if the total cost of the research exceeds $5,000. Refer to Chapter 12.2: Subcontracting for further information.

REQUIRED DOCUMENTATION

For reimbursement of…	Submit this documentation:
Ongoing expenses	• Purpose of research • Invoice detailing work accomplished • Copy of the research report is mandatory, however leads do not have to be shared with the Division of Tourism • ITC credit shown on report

There are no websites referenced in this chapter.

11.0 CAPITAL OUTLAY

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Equipment with a useful life of more than one (1) year that costs one hundred fifty dollars ($150) or more per unit is considered to be a capital purchase.

The ITC has determined that only one capital purchase per region is allowed (trade show booth, computer, etc.). Capital purchases should be requested at the time the grant is presented in order to receive pre-approval by the council. (ITC 3-Aug-2010)

When procuring equipment under the travel grant program, the grantee will follow the same policies and procedures for purchases over twenty-five thousand dollars ($25,000) as outlined in the Chapter 12.2: Subcontracting. Also see Appendix D, Articles III and IX.

Typical capital purchases are:

- Travel Show Booth
- Banner Stands
- Video Equipment
- Computer Hardware

Equipment not listed above: All grantees will be allowed capital purchases that are deemed necessary to fulfill grant management responsibilities. Other equipment not listed above may be fundable at the discretion of the ITC. (ITC 5-Aug-2013)

The useful life of all equipment purchased wholly or in part with ITC grant funds is five (5) years; title to equipment acquired will vest upon acquisition with the grantee.

Adequate maintenance procedures must be developed to keep the property in good condition.

Equipment which has exceeded its useful life may be retained, sold, or otherwise disposed. No documentation is required if purchased with Admin/Fulfillment dollars. Equipment which has not exceeded its useful life may be sold with written authorization from the ITC. The grantee will be required to use the proceeds to purchase like equipment or to enhance the current grant program. (ITC 3-Aug-2010)

Use of Capital Equipment

1. Equipment shall be used by any grantee in the region for the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the ITC. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by the ITC.

2. The grantee shall also make equipment available for use by other grantees within the region on other projects or programs currently or previously supported by the ITC, providing such use will not

interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the ITC.

3. The grantee may not use equipment acquired with grant funds to provide services for a fee.

Management Requirements

Capital outlay purchased with grant funds other than Admin/Fulfillment dollars must be accounted for on a Capital Outlay Inventory Form available on the forms page of the Grant Website. When the property is initially purchased, the grantee will provide all the required information on the property record and send the original to Division of Tourism. Keep a copy for your files. (ITC 3-Aug-2010)

The property is tracked through its useful life. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

1. Property records maintained must include a description of the property; a serial number or other identification number; the acquisition date and cost of the property; the location, use and condition of the property; and any ultimate disposition information including the date of disposal and sale price of the property.

2. The grantee will conduct an annual physical inventory of the property and the results will be reported to the ITC for reconciliation with the property records. This report will accompany the final narrative progress report, and must be received before final ITC reimbursement to the grantee.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property.

REQUIRED DOCUMENTATION

For reimbursement of…	**Submit this documentation:**
Capital purchase	Invoice Inventory form with final narrative if applicable

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Websites Referenced in this Chapter:

ITC Grant Electronic Forms
www.commerce.idaho.gov/travel/grant-forms.aspx

12.0 GRANT ADMINISTRATION GUIDELINES

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12.1 ADMINISTRATION/FULFILLMENT

When a grant is awarded, it will include an amount equal to ten percent (10%) of the amount awarded, up to $25,000. This ten percent (10%) is to be used for:

1. fulfilling requests for information and publications generated by the ITC-funded marketing plan. Bulk and direct mail eligible for reimbursement. Sub-grantee individual postage expenses are to be billed directly to grantee for reimbursement. (ITC 3-Aug-2010)

2. costs of grant administration such as submitting mailing requests for funds and narrative reports, correspondence with an ITC rep or Tourism Dept. staff, and other direct costs incurred related to the grant award. Interns hired as staff for grant projects are not eligible for funding, however, services may be used as cash match. (ITC 27-Jan-2011)

Administration/Fulfillment is added to the sum of the elements when the ITC member decides what he/she will award. The grantee's cash match obligation is calculated on the total amount awarded (excluding any amount awarded for an audit), ***including Administration/Fulfillment.***
(ITC 3-Oct-2012)

Administration/Fulfillment will be calculated and reimbursed at 75% of the total award on the first request for funds, with the remaining 25% on the final request for funds with no further documentation from the grantee. In the case of large grants where Admin/Fulfillment is capped at $25,000 the full amount will be reimbursed on the first request for funds. No additional administration or fulfillment amounts will be awarded, nor can funds be shifted into or out of this element. (ITC 3-Oct-2012)

Consultant fees to implement a marketing plan within a specified element are considered eligible within the element's scope of work. (ITC 27-Jan-2011)

12.2 BIDS/SUBCONTRACTING

Conflict of Interest of Members, Officers or Employees of Grantee, Members of Local Governing Body or Other Public Officials. Grantees shall follow the appropriate bid process. If grant managers or executive directors are also acting as vendors for grant projects the following checks and balances will be used and documentation provided to the Grant Analyst:

- A board memo or board meeting minutes signed by the board president reflecting the bid process and selection by voting board members.
- Verification that the vendor chosen has no voting authority for the organization.
- Proof that those authorized to sign checks for reimbursement of services are not also the recipient(s) of reimbursement payments.

If at any time the Council becomes aware of an apparent or potential conflict of interest between a GRANTEE and a private entity which may influence grant funds, the Council may request a meeting with the grantee's representatives. The Council may, at that meeting terminate the grant if an inappropriate conflict of interest is found.

Consultants. Indirect personnel costs are inherently eligible when applying for a specific project to be subcontracted to a consultant. The following regulations apply to hiring a consultant effective with the 2010 grants: (27-Jan-2011)

a. Agreements between the consultant and Grantee must be approved by the Tourism Division. (27-Jan-2011)
b. Consultant's billing must be itemized. Lump sum billings will not be eligible for payment. (27-Jan-2011)
c. The Council will not fund retainers or other regular ongoing fees for consultant services or pay a consultant to administer the grant. (27-Jan-2011)

By accepting the Grant, Grantees agree to correspond back and forth with the Tourism Department as well as submit all documentation required by the program. This includes reports, invoices, narratives, etc. and any follow up requested by the Department to clarify, understand or dispute documentation. These correspondences whether done by email, phone or personnel meeting are required by the Grantee and will not be considered an expense to the program. Hiring or contracting for someone to do this work is acceptable – however, paying a consultant for their work will come out of the organization's operating budget and not the Grant Program. Charges directly related to the advertising element and the work required to either place or approve the item with the appropriate party is acceptable. It should be noted the charges outside of that will not be allowed. Examples of items that **will not** be allowed to be charged to the Grant program are items such as:

- Correspondence with an ITC Rep.
- Correspondence with the Tourism Dept.
- Costs to submit Reports and Invoices.
- Costs to submit Narrative Reports and ad approvals.
- Costs to respond to inquiries from the ITC Grant staff regarding grant status.
- Fees incurred by consultant to attend grantee marketing, committee or board meetings.
- Fees associated to Organization's Membership work.
- Consultant fees charged for invoice generation and/or collection.
- Consultant wages to attend trade shows/marketplaces.

It should be noted that items that are not eligible for reimbursement may be used as cash match by the Grantee, with proof of work and payment made. (17-March-2011)

There are two different "levels" of bids, formal and informal that are required. A purchase of any goods or services costing in excess of $5,000 must be made using a competitive bid process.

- An *"informal"* solicitation or a Request for Quotation must be obtained when the total cost of goods or services is under $25,000 but greater than $5,000. In the informal bid process, bids can be taken over the phone or by e-mail and should be kept on file by the grantee.

- A *"formal"* bid process **must** be used when the cumulative cost of goods and/or services purchased from a single vendor reaches or exceeds $25,000. For the formal process, bids must be solicited, responses submitted in writing, and a copy filed with the state tourism office.

- All purchases costing $5,000 or more from a single vendor require a minimum of three (3) competitive solicitations from vendors, with preference given to those located in the state of Idaho. A subcontract must be drawn up, approved by the Division of Tourism, signed by both parties, and on file with the Division of Tourism before funds will be reimbursed. Please review "Conflict of Interest," Chapter 12.2.

  Example: if using the services of a PR agency, including their web services, and it is anticipated that total services billed *by and through* a vendor (PR agency) over the 14-month grant year reach or exceed $5,000, the grantee must "go out to bid" for those services.

  If a contract isn't in place, and the accumulated amount paid to the PR agency reaches $5,000, reimbursement to that vendor will be stopped until the work is put out to bid, a contract drawn up, and a copy on file with the Division of Tourism.

Below are some examples of services that would require you to solicit bids if the invoiced amounts over the grant year are expected to be $5,000 or more:

- Clipping services
- Web Design
- Advertising agency services
- Publication production (i.e. travel guide)

BID PROCESS

1. Prepare a Request for Proposal (RFP) detailing the purchase requirements, timelines, delivery requirements, etc.

2. Contact at least three (3) vendors with an invitation to bid and a Request for Proposal.

3. If the details of the RFP change after the bid has been opened or after selecting a vendor, the RFP must be renewed and reopened for bidding.

4. Prepare your vendor evaluation criteria.

5. Vendor quotes generated by an *informal* bid may be collected by phone. Verbal quotations should be recorded for future evaluation (who did you talk to, business, phone number, price quoted, etc.) and kept on file by the grantee.

6. For anticipated purchases of $25,000 or more, submit the bid form, vendor responses, scoring criteria, and scoring sheets with each vendor's score. Vendors responding to a *formal* bid ***must reply in writing***.

7. If there is only one possible vendor available to bid on the project (a sole source), an explanation of why the vendor qualifies as a sole source is required.

8. Once Division of Tourism approves the bid selection, draft a subcontract between the awarding agency (grantee) and the vendor.

9. Once a subcontractor is selected, submit draft subcontract to Division of Tourism for review and approval. **The department shall, according to the grant contract, review and approve all proposed subcontracts entered into by the Grantee.**

10. Once the Division of Tourism approves the subcontract, return a copy signed by both parties to the Division of Tourism.

SUBCONTRACT REQUIREMENTS

Division of Tourism will, according to the grant contract, review and approve all proposed subcontracts entered into by the grantee when ITC grant funds will be used in a purchase of over $5,000. **The subcontract must contain the following information:**

a. Beginning and ending dates coinciding with your ITC contract dates.

b. Contract terms must be within grant terms (dates, etc.).

c. Total dollar amount to be paid to contractor.

d. Amendment/Cancellation clause. This contract shall be amended or terminated by a written acknowledgement from each of the parties allowing thirty (30) days prior notice. In the event of termination, an applicable payment of a fair and reasonable amount for the work completed to that date will be made.

e. No employer-employee relationship clause.

f. Comply with terms and conditions of the ITC grant, all applicable state laws and ITC regulations.

g. Detailed scope of work.

h. Budget–total dollar amount to be paid by category. Do not lump sum.

i. Budget compatible with scope of work.

j. If advertising or similar contract, indicate method of payment, such as dollars/hour and/or commission. Retainer fees are not allowable.

k. Contract signed by chief official.

NOTE: THE FOLLOWING LANGUAGE MUST APPEAR *VERBATIM* IN THE SUBCONTRACT.

l. Save Harmless: Vendor shall protect, indemnify, and save the state and **<<<<your organization>>>** harmless from and against any damage, cost, or liability, including reasonable attorney's fees for any or all injuries to persons or property or claims for money damages arising from acts or omissions of vendor, his employees, or subcontractors, however caused.

m. **Contract Relationship**: It is distinctly and particularly understood and agreed between the parties hereto that the State of Idaho and **<<<<your organization>>>** is in no way associated or otherwise connected with the performance of this contract on the part of the Contractor, nor as to the employment of labor or the incurring of other expenses; that the said Contractor is an independent contractor in the performance of each and every part of the contract and solely and personally liable for all labor and other expenses except as otherwise stated herein, in connection therewith, and for any and all damages in connection with the operation of this contract whether it may be for personal injuries or damages of any other kind.

n. **Liability:** The Contractor shall exonerate, indemnify, and hold the State of Idaho and your organization harmless from and against and assume full responsibility for payment of all federal, state, and local taxes or contribution imposed or required under unemployment insurance, social security, workers compensations, and income tax laws with respect to Contractor's employees engaged in the performance of this contract. The Contractor will be responsible for maintaining workers compensation insurance and will provide certificate of same, if required. The state will not assume liability as an employer.

REPEATING THE PURCHASE USING FUNDS FROM A NEW GRANT

Once the Division of Tourism has approved the subcontract between the grantee and the vendor, annual renewal of the contract can be made without rebidding. This can be done ***only*** after the initial three (3) bids have been processed. Subcontract renewal is authorized annually for up to *three (3) years beyond the initial subcontract year*.

12.3 AUDIT

An independent compliance audit is required when a grant award meets or exceeds one hundred thousand dollars ($100,000). Funds awarded for the audit will be used for that purpose only and cannot be shifted into other elements. Any unspent audit funds remaining will revert back to the region's funding pool for the following year. (Admin Rule 223)

The audit shall be performed by a Certified Public Accountant and submitted to the Idaho Department of Commerce, Tourism Division Grant Analyst within sixty (60) days of the completion of the grant."
(ITC 21-Mar-2013)

When the final request for funds, which will include the auditor's invoice, a copy of the audit report, the final narrative report, and a Capital Outlay Inventory Form are received, the grant will be closed if the match obligation has been met.

At the department's request, an audit may be required even if the grant is less than one hundred thousand dollars ($100,000). Audits are exempt from match requirements. Reimbursement requires an invoice from the vendor and a copy of the audit report.

Government Auditing Standards contains standards for audits of government organizations, programs, activities, and functions and of government assistance received by contractors, not-for-profit organizations, and other nongovernment organizations. These standards, which include designing the audit to provide reasonable assurance of detecting material misstatements resulting from noncompliance with provisions of contracts or grant agreements that have a direct and material effect on the determination of financial statement amounts, are to be followed when required by law, regulation, agreement, contract, or policy.

Grantee Responsibility
Management is responsible for ensuring that the entity complies with the laws and regulations applicable to its activities. That responsibility encompasses the identification of applicable laws and regulations and the establishment of controls designed to provide reasonable assurance that the entity complies with those laws and regulations. The auditor's responsibility for testing and reporting on compliance with laws and regulations varies according to the terms of the engagement.

Auditor Responsibility
In an audit performed in accordance with GAAS, for considering laws and regulations and how they affect the audit the auditor should design the audit to provide reasonable assurance that the financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts.

12.4 MATCH

The grantee's match obligation is twelve and one-half percent (12.5%) of the total awarded ***less any amount earmarked for an audit***. (The total amount includes the ten percent [10%] added for Administration/Fulfillment.) If there are funds remaining when the grant is closed, only the funds reimbursed to the grantee will be used to calculate the match obligation.

Direct expenses for tourism related projects which enhance and promote grantee marketing plans and promotions can, with proper documentation, be used as cash match. Tourism related projects such as visitor guides, websites, etc. that have become self-sustaining may be used as cash match.
(ITC-13-Oct.-2010)

Cash match for independent projects that align with the grantee's scope of work and have a call to action to the grantee's destination marketing organization (DMO) partner will be allowed. Private sector, as well as non-profit attractions should still include the grantee's call to action if they wish to provide advertising as cash match. (ITC-02-Aug-2012)

Co-Op partner advertising or local advertising which compliments promotional campaigns and further enhances the state and grantee message by including the grantee or regional organization's call to action may be used as cash match with the appropriate documentation.
(ITC-13-Oct.-2010) (Admin. Rule 201.05)

Total match allowed may not exceed one hundred percent (100%) of ITC dollars requested per element. Match in excess of the eligible amount should be noted in quarterly Narrative Reports. It is not required to provide 100% cash match for every element within the grant. (ITC-13-Oct.-2010)

Expenditures claimed for components necessary to the completion of the plan such as staff/intern payroll, rent, travel, audits and watts line, **will be allowed** as cash match. (ITC-13-Oct.-2010)

Note: Grant Administration Expenses/Project Administration Expenses:
The Administration/Fulfillment amount awarded as ten percent (10%) of the total grant award should be used for expenses associated with administering the grant. Costs related to administration of an ITC grant may not be claimed as cash match. *Project* Administration expenses are direct costs associated with implementing an ITC-approved marketing project. These are costs that, if an agency had been used, would be billable.

The ITC voted to allow such expenses ***as match*** under the argument that grantees were penalized when doing work in-house, which often resulted in a cost savings.

Expenditures claimed for projects funded in a previous grant cycle **will not be allowed** as match.
(ITC-13-Oct.-2010) (Admin. Rule 201.04)

Costs associated with ITC-funded activities allowed *only* as match:

- Memberships required to attend trade shows (ITC 5-Aug-5-2009)
- Fam hosts' expenses when the number of hosts exceeds one per every five visitors.
- Professional development directly related to the promotion of travel and convention venues.

Other Eligible Match: When a lodging vendor donates rooms for a grant-sponsored fam or site visit, the amount of the hotel room up to the GSA per diem amount may be claimed as match with a copy of the hotel invoice.

PROOF OF PAYMENT

Proof of payment will be the documentation of payment of an encumbrance with the submission of any of the following:

- Invoice accompanied by a copy of a check paying at least the amount claimed as match.
- An itemized credit card receipt listing the items purchased and the amount claimed as match.
- A statement from the vendor showing zero balance for the good or service purchased.
- If the statement does not list the good or service purchased, a copy of the original invoice should accompany the statement.

12.5 GRANT CYCLE

The grant cycle begins with the awarding of the grants on or near August 1. Invoices dated between the grant award date and September 30 of the following year are eligible for reimbursement. Invoices/receipts which may include pre-payment discounts at a cost savings to the grantee are

encouraged. Reimbursement will be made within the grant cycle the finished product appears with explanation of advance billing. Website hosting-domain charges are eligible for 1 year per grant cycle.

Should an extension to the grant year be approved, the grant is expected to be closed 60 days after the final date of the extension. (ITC 3-Aug-2010)

12.6 AMENDMENTS AND EXTENSIONS

Submit requests for scope of work amendments and grant extensions to the grant analyst who will forward them to the Idaho Travel Council if necessary. (ITC 3-Oct-2012)

Amendments
If an unexpected promotional opportunity arises that is outside of the activities and projects outlined in the grant application, the regional ITC representative can be petitioned, through application of a Scope of Work Amendment, to present the change to the ITC for a vote. A majority vote of the Idaho Travel Council is required for a change to be allowed. (Admin Rules 224.02)

Extensions
ITC grants include activities and projects that are, according to the contract signed by the grantee, to be completed within the 14-month grant cycle. If the grant year ends and funds are unspent, the funds will be reverted to the region's pool of funds for the following grant cycle. However, some flexibility is allowed when additional time is needed.

An extension of up to three (3) months may be obtained from the Division of Tourism Development's grant manager. If the grantee requires additional time to complete approved projects, the grantee must provide a concise explanation as to why the extension is necessary. The request will be reviewed by the ITC and must receive a majority vote of the members in order for the extension to be allowed.
(Admin Rules 224.01)

12.7 OPEN GRANTS

Maximum Number of Open Grants
While it is allowable to have two (2) grants open at any one time, only one grant may be open on the grant application deadline for an application to be considered for the next grant cycle. (ITC 3-Aug-2010)

12.8 APPEALS

Grantees may appeal any decision from staff with their regional ITC representative. It is also acceptable to discuss the grant program with other ITC council members should the need arise.

Websites referenced in this chapter.

ITC Grant Program Analyst (program manager)
renea.nelson@tourism.idaho.gov

13.0 FORM INSTRUCTIONS

RETURN TO TABLE OF CONTENTS

Various forms required to document activities and projects for which reimbursement will be requested can also be found on the ITC Grant Website: www.commerce.idaho.gov/travel/grant-forms.aspx

13.1 REQUEST FOR FUNDS

To request reimbursement, a Request for Funds form is submitted to the Division of Tourism along with the required documentation. The form must have the signature of one of the individuals authorized by the chief official on the Authorized Signature Form. The Request for Funds form (RFF) can be found electronically on the grant website.

Division of Tourism staff will complete review of Request for Funds (RFF) within 30 working days. Submittal of complete documentation will help facilitate processing. If additional documentation is required, the grant manager will be notified by e-mail. **The request will be held in pending no longer than five (5) working days.** If an explanatory response or requested documentation is not received, the pending items will be deleted and eligible items processed. The deleted items may be resubmitted in subsequent RFFs.

The form requires the following information to be completed:

Element **ITC Funds Awarded**	The elements should be listed in the same order as they appeared on the grant application. The first two columns in the body of the form—**Element and ITC Funds Awarded**—won't change throughout the life of the grant.
ITC Funds as Amended	Instructions for amending the scope of work or budget of a grant are found in Chapter 12.6.
Reimbursement Amount Requested	The sum of all invoices to be reimbursed from the corresponding element.
Y-T-D Reimbursed	Total funds from this element reimbursed to date, ***including this request***.
Fulfillment	The total Reimbursement Requested x 0.10 No documentation is required to receive fulfillment
Match This Request	Total amount of match for which documentation has been attached.
Total Match Obligation	Equal to the total grant award amount, less any amount included for an end-of-year audit, multiplied by .125 (12.5 percent).
Match Y-T-D	The cumulative amount of match reimbursed to date***, including amount requested on this RFF.***
Remaining Match Required	The balance of the match needed to meet the contractual obligation (12.5 percent of grant funds awarded).
Total ITC Funds Awarded	Total amount of grant awarded for the contract year.

Funds Requested Y-T-D	The cumulative amount of funds reimbursed to date, ***including amount requested on this RFF.***
Balance of ITC Funds	Money remaining after this RFF is reimbursed in full.
Authorized Signature	The request for funds will not be processed without the authorized signature of the grant manager or organization official on file with the Division of Tourism.
Title	Title of person signing the form.
Date	Date the form is signed.

The grantee can expect e-mail notification of:

- Any additional documentation needed and clarifications to the documentation submitted
- For grantees with direct deposit, once payment has been authorized, there is a lag of approximately 48 hours until the electronic deposit is actually made.
- For grantees who received their reimbursement check by mail, payments are sent out the first work day following payment authorization.
- Any changes to amounts requested for reimbursement or match. A copy of the amended RFF will be returned to the grantee.

The request for funds should be mailed to the Grant Analyst along with complete documentation as indicated in this handbook. The following will expedite processing of the request:

- A summary, by element, of the amounts requested for reimbursement and the amounts requested as match.
- Documentation grouped by Element.
- On each invoice, the requested amount highlighted, checked, or circled, is particularly important when reimbursement is not requested for the entire invoice amount.
- Notes when any of the invoices received any special handling, i.e. reductions in commission, shared costs, changes in run times for television and radio, etc.
- Product or tear sheet.

Idaho Regional Travel and Convention Grant Program
Request for Funds

Organization:		Contract # ITCG:	
Contract Period:	to		
Address:		City:	Zip:
Phone Number:		Fax Number:	
Grant Manager:		E-Mail Address:	
Interim Request:	Final Request ( )	Tax Payer ID:	

						Approved IDC Staff
1. ITC Funds Awarded	$	0.00	4. Total Match Obligation	$	0.00	
2. Less ITC Funds Requested YTD	$	0.00	5. Less Match Spent to Date	$	0.00	
3. Balance of ITC Funds	$	0.00	6. Balance of Match	$	0.00	

		Idaho Travel Council Funds			YTD
(7) Budget Category		(8) Awarded	(8a) Amended	(9) Requested	(10) Expended
I.	Audit	$0.00	$0.00	$0.00	$0.00
II.	Admin/Fulfillment	$0.00	$0.00	$0.00	$0.00
III.	Marketing	$0.00	$0.00	$0.00	$0.00
IV.	Advertising	$0.00	$0.00	$0.00	$0.00
V.	Communications	$0.00	$0.00	$0.00	$0.00
VI.	Partnerships	$0.00	$0.00	$0.00	$0.00
VII.	Special Event Support	$0.00	$0.00	$0.00	$0.00
VIII.	Cultural Comm. Co-op Prgms	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Match Expenditures in this Request		Match Expenditures YTD	
11. Cash Match	$0.00	12. Cash Match	$0.00

Note: Furnishing false information may constitute a violation of applicable State and Federal laws. I certify that the above is correct based on the contractor's official accounting system and records, consistently applied and maintained, and the costs shown have been made for the purpose of, and in accordance with, the terms of the contract. The funds requested are for reimbursement of actual costs made during this time period.

Authorized Signature: _____

Title: Grant Manager Date: _____

Submit to: Dept. of Commerce
P.O. Box 83720
Boise, Idaho 83720-0093

Travel Reimbursement Form

Claiming as: ( ) ITC Request ( ) Match **Total to be reimbursed**: $_____
Destination: _____ Purpose: _____

Person #1	***Person #2***
Name: _____	Name: _____
Address: _____	Address: _____
City: _____Zip: _____	City: _____Zip: _____
Departure Date: _____	Departure Date: _____
Departure time: _____ ( )a.m. ( )p.m.	Departure time: _____ ( )a.m. ( )p.m.
Returning date: _____	Returning date: _____
Returning time: _____ ( )a.m. ( )p.m.	Returning time: _____ ( )a.m. ( )p.m.

I. Transportation	Person 1	Person 2	Total
Air (attach passenger coupon and itinerary)			
Rental Car (attach rental invoice)			
Gas for rental car (attach receipts)			
Taxi/Bus/Tip (attach receipts)			
Parking (attach receipts)			
Private car: travel after 1-Jun-2012: $0.555/mile From _____ To: _____ Miles: _____ From _____ To: _____ Miles: _____			

II. Per Diem (includes tips)	Date	Person 1	Person 2	Total
Travel reimbursement will be made per state guidelines. Traveler gets $30/day in-state and $39/day out of state, but will be allowed the higher federal allowance in those locations published in IRS Publications. No receipts required. Agenda for trade shows, conferences, fam trips, etc required. To qualify for full-day, travel must begin before 6:30 am and end after 7:00 pm. To be reimbursed for breakfast, travel must begin by 6:30 a.m.; to be reimbursed for lunch, by 11:00 a.m.; and before 5:00 p.m. for dinner. Traveler must return after 8:00 a.m. to claim breakfast, after 2:00 p.m. to claim lunch and after 7:00 p.m. to claim dinner. * Meals included in registration will be deducted.				

	In-State $30/day	**Out-of-State** $46/day	**IRS Rate** $ _____ per day
Breakfast	$7.50	$11.50	Breakfast ..... $_____ 25%
Lunch	$10.50	$16.10	Lunch ..... $_____ 35%
Dinner	$16.50	$25.30	Dinner ..... $_____ 55%

III. Hotel	Person 1	Person 2	Total
List total amount to be reimbursed and provide itemized hotel invoice. (Room charges and taxes only).			
IV. Phone Calls			
Charges must be reasonable and related to the project. Attach receipt (not necessary if on hotel bill.)			

V. Miscellaneous	Item(s) Purchased	Person 1	Person 2	Total
Other allowable expenses under grant's scope of work and related to the purpose of travel. **Receipts are required.**				

TOTAL TO BE REIMBURSED	**$**	**$**	**$**

Person 1	***Person 2***
Comments:	Comments:
I hereby certify that the travel listed in this voucher is correct and was performed in accordance with the Idaho Regional Travel and Convention Grant Program and the grant contract as awarded.	I hereby certify that the travel listed in this voucher is correct and was performed in accordance with the Idaho Regional Travel and Convention Grant Program and the grant contract as awarded.
Date: _____ Signature: _____	Date: _____ Signature: _____

8-May-2010

13.2 SAMPLE REQUEST FOR SUBCONTRACT

AGREEMENT FOR PROFESSIONAL SERVICES PROVIDED IN CONNECTION WITH THE GRANTEE NAME'S IDAHO TRAVEL GRANT 13-xx-x

Agreement made this ___ of **MONTH, 20__** between **Grantee Name** (Grantee) and **Subcontractor Name** (Subcontractor). This Agreement is between the Grantee and the Subcontractor, for the consideration set forth herein, the Parties agree as follows:

1. The Subcontractor, being the successful bidder, shall provide to the grantee the following materials and/or services*: ENTER SCOPE OF WORK TITLE HERE.*
   Such materials and services shall be provided in accordance with the bid made by the Subcontractor pursuant to the notice to bidders and specifications on file at the office of the Grantee.

2. Time is of the essence of this Agreement; therefore all times for performances stated herein will be strictly followed by the Parties. This Agreement shall commence on the day and year executed by the Grantee and end not later than September 30, 201X.

3. The grantee shall pay the Subcontractor pursuant to the terms of this Agreement and as provided in the bid made by the Subcontractor, referenced in Article 1. It is agreed that the project costs shall not exceed $xx,xxx unless mutually agreed in writing.

4. The Subcontractor represents and warrants that no part of the bid price represents a retainer fee. If the Subcontractor is furnishing advertising or similar services the Subcontractor represents and warrants that the budget sets forth as a line item, the dollars per hour, to be paid and/or the commissions to be paid under the project.

5. It is agreed by the Parties that payment will be made to the Subcontractor only after properly documented request has been made to, and approved by, the Grantee and the Grantee has submitted a request for funding and received reimbursement from the ITC.

6. This Agreement shall not construe to create an employer/employee relationship between the grantee and the Subcontractor. Subcontractor shall hold the grantee and indemnify the grantee from any claims of any nature by the Subcontractor or Subcontractor's employees or agents concerning employment related claims including but not limited to workers compensation claims, wage claims, employee benefit claims, personal injury claims, or any other employment related claims.

7. Relation of the Parties: The service or services to be rendered under this Agreement are those of an independent Subcontractor. The Grantee is interested only in the quality of service or services provided and the final results to be achieved; the conduct and control of the work will be solely with the Subcontractor. The Subcontractor is not an officer, employee, or agent of the Grantee or the State of Idaho as those terms are used in Idaho Code § 6-902, et al, and is not entitled to any benefits provided by the Grantee or the State of Idaho to employees.

8. Liability: The Subcontractor shall exonerate, indemnify, and hold the State of Idaho and your organization harmless from and against and assume full responsibility for payment of all federal, state, and local taxes or contribution imposed or required under unemployment insurance, social security, workers compensations, and income tax laws with respect to Subcontractor's employees engaged in the performance of this Agreement. The Subcontractor will be responsible for maintaining workers compensation insurance and will provide certificate of same, if required. The state will not assume liability as an employer.

9. Anti-Discrimination Clause: Acceptance of this Agreement binds the Subcontractor to Section 601, Title VI, Civil Rights Act of 1964: In that "No person in the United States shall, on the grounds of race, color, national origin, sex, or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." In addition, "No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

10. Default and Termination:

For Cause - Subcontractor default occurs if the Subcontractor fails to perform any of the covenants or conditions of this Agreement or the Subcontractor fails to prosecute the work so as to endanger performance of this Agreement, and the Subcontractor does not cure such defects in performance within ten (10) days after receipt of written notice from the Grantee informing it of such defects in performance. If at the end of such cure period, the Subcontractor is still in default or noncompliance, then the Grantee may terminate this Agreement. Upon such termination, the Grantee may pursue any and all legal, equitable and other remedies available to the Grantee. The Subcontractor shall be liable for any and all expenses that are incurred by the Grantee as a result of the default, including, but not limited to, the costs of procuring substitute performance, legal fees, and losses incurred due to default.

For Convenience - The Grantee may terminate this Agreement for its convenience at any time upon 10 business days written notice and, upon such termination, the Grantee's sole obligation shall be to pay for services satisfactorily rendered to the date of such termination. Notwithstanding any other provision in this Agreement, the Grantee may terminate this Agreement immediately if the Subcontractor becomes insolvent or voluntarily or involuntarily bankrupt, or if a receiver or other liquidating officer is appointed for substantially all of the business of the Subcontractor or if the Subcontractor makes an assignment for the benefit of creditors.

11. Subcontractor shall protect, indemnify, and save harmless the State of Idaho and the Grantee from and against any damage, cost, or liability, including reasonable attorney's fees for any or all injuries to persons or property or claims for money damages arising from acts or omissions of Subcontractor, his employees, or subcontractors, however caused.

12. This Agreement shall be governed by the laws of the State of Idaho. The venue of any action brought by any party to this Agreement shall be the Fourth District Court in and for the County of Ada.

13. Subcontractor represents and warrants that the undersigned official to sign this document has full authority to enter into this Agreement. All terms and conditions of Idaho Travel Council Grant and ITC GRANT #ITCG are agreed to be complied with and herein made a portion of this Agreement.

Grantee Legal Name
Authorized Signatory's Name and Title

_____ _____
Date

Subcontractor Legal Name
Authorized Signatory's Name and Title

_____ _____
Date

Revised 10-18-13

BID JUSTIFICATION FORM

PRODUCTS AND/OR SERVICES

GRANT ORGANIZATION:_____ Grant # _____

Check one: ( ) New Bid ( ) Renewal - Original bid submitted under Grant # _____
( ) Sole Source

Note: You must solicit at least three (3) bids. If your project specifications change after you have opened the bid or after selecting a contract, you must rebid. **Bids are to be scored by two or more people. It is recommended there be at least one external reviewer.**

Item or service to be purchased:

( ) Poster ( ) Brochure ( ) Advertising
( ) Marketing Research ( ) Slide Shows/Videos ( ) Fulfillment
( ) Other _____

Company Contacted	Contact Person	What Was Bid/Proposal

Attach copy of evaluation sheets and summary points, in addition to the signed subcontract. If a company did not reply to your proposal, please indicate.

Company selected: _____

Justify why this company was selected: _____

Renewal - You can renew a contract only if it was originally bid under the ITC grant program. State your reasoning for using the same contractor for this project. You must go out for bid at least every three years in the case of contract renewals.

Sole Source - Before you award a sole source contract, you must check with the Idaho Dept. of Commerce, for approval. Please indicate, in writing, why you are claiming sole source and the agency you have selected to contract with. See ITC Guidelines and Glossary.

REMINDER: Upon selection of this company, be sure to submit a signed contract to the Idaho Dept. of Commerce. The department shall, according to the contract, review and approve all proposed subcontracts entered into by the Grantee. See Subcontract Requirements.

Email completed form to the Tourism Grant Analyst.

Revised 08-October-2013

13.3 AMENDMENTS & EXTENSIONS

A request for an amendment or extension to the grant contract should be accompanied with information explaining how your marketing objectives or opportunities have changed since the grant application was presented.

While amendments are discouraged, the ITC is fully aware that personnel changes, the economy, and unforeseen opportunities mean changes are necessary. For a request for amendment or extension to be considered, the following information must be provided:

For an Amendment to an ITC approved element:

Explain situation necessitating the amendment and the anticipated outcome of the changes.

The scope of work as it appears in the approved travel grant application.

How you would like to amend the Scope of Work.

To Extend the grant year:

As indicated in the Administrative Rules, the Division of Tourism staff can extend a grant for up to three months (December 31) without appealing to the Idaho Travel Council. An extension longer than three months after the original end of the grant year will require a majority vote of the ITC.

For an extension, indicate the length of the extension and the reason the project(s) cannot be completed during the original contract period.

Reminder: A grantee is allowed a maximum of two (2) open grants at any one time. A grantee can have only one grant open on July 1 for an application to be considered for the next grant cycle.

The on-line system for amendment and extensions is accessed with the same web address used to create/edit a grant application, http://apps.commerce.idaho.gov/apps/ITCGrant/ Use the appropriate username and password to ensure authorization verification.

When you log on, the original screen will appear. Select the organization and appropriate grant year, A new column titled "Amend" appears at the right. BE SURE TO CHOOSE THE CORRECT GRANT YEAR YOU WANT TO AMEND OR EXTEND. Amendment/extension information can be entered directly, or cut and pasted from a WORD document.

Please note: The electronic submission with the username and password is accepted as declaration of a contractual change to your grant contract as signed by the Chief Official and Grant Manager. The Chief Official is the only authorized person to make any contractual changes to the grant.

When the end user submits an amendment, the user will receive an e-mail notice verifying the amendment request has been submitted.

For additional information, see
http://commerce.idaho.gov/tourism-grants-and-resources/amendment-page.aspx

13.4 NARRATIVE REPORT

Narrative reports are a required part of the ITC grant program. Four reports will be filed with the State Division of Tourism and posted to the ITC grant web page by year for ITC review. Multi-region grant narrative reports will be sent to the ITC at-large member.

While all the narrative reports are important, special care should be given to Report 2 since it will be the last report prior to the next grant awards by the Idaho Travel Council.

The SCHEDULE FOR SUBMISSION OF PROGRESS REPORTS is found in Attachment A of the ITC grant contract:

Submit a "Narrative Progress Report Form" according to the following schedule:

Progress Report 1:	Grant award date – November 31	Due: December 15
Progress Report 2:	December 1 -March 31	Due: April 15
Progress Report 3:	April 1– July 31	Due: August 15
Progress Report 4:	August 1– September 30	Due: October 31

If a grant is extended, subsequent progress reports will be required every three months, with a final reported submitted at the close of the grant

ITC GRANT NARRATIVE PROGRESS REPORT FORM

Grantee:	Grant Number:
Date Submitted:	Report #: ☐ 2 ☐ 4 ☐ 1 ☐ 3 ☐ Final
Date Posted for Review:	

Awarded Grant: $	Cash Match Requirement: $	Total Excess Match Committed (Above required amount)
Amount Expended YTD: $	Cash Match Documented YTD: $	

Copy for additional elements

Element 1:

Amount Awarded: $	Amount Expended YTD: $	Cash Match Documented YTD: $	Excess Cash Match Committed: $

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.

Revised 8-Aug-2013

AUTHORIZED SIGNATURES FOR PAYMENT
REQUEST FOR FUNDS

Grant Organization:_____ Grant # _____

Address For Payment: _____

Signatures of individuals authorized to request payment on the grant contract. (Only one signature is required on a payment request unless otherwise requested.)

_____ Date _____

Signature of Grant Manager

_____ _____

Printed Name Email Address

2nd Signature: _____ Date _____

_____ _____

Printed Name Email Address

I certify that the above signature(s) are of the individuals authorized to draw payment for the cited contract.

_____ Date _____

Signature of Organization's Chief Official

_____ _____

Printed Name Title

Address: _____

_____

Phone Number: _____ _____

Email Address

It is understood the approved grant manager is notifying the Organization's Chief Official of all requests for funds and the status of the grant projects.

Submit with Signed Grant Contract, or when changes occur, by Email to Tourism Grant Analyst.

Revised 08-October-2013

CAPITAL OUTLAY INVENTORY FORM

The grantee will conduct an annual physical inventory of the property and the results will be reported to the ITC for reconciliation with the property records. This report will accompany the Final Narrative Progress Report, and must be received before the Final ITC reimbursement to the grantee. Send report to:

Idaho Department of Commerce
AttN: ITC Grant Program
PO Box 83720
Boise ID 83720-0093
FAX: (208) 334-2631
e-mail: renea.nelson@tourism.idaho.gov

NAME OF ORGANIZATION:

SIGNATURE OF GRANT CHIEF OFFICAL:

CAPITAL OUTLAY ITEMS CURRENTLY PURCHASED WITH ITC GRANT FUNDS:

1. Computer Hardware Movie Projector/Slide Projector

Description: _____

Serial Number or Id Number:_____

Acquisition Date: _____ Cost: _____

Location: _____

Use and Condition of Property: _____

_____

2. Travel Show Booth Movie Projector/Slide Projector

Description: _____

Serial Number or Id Number:_____

Acquisition Date: _____ Cost: _____

Location: _____

Use and Condition of Property: _____

_____

3. **Movie Projector/Slide Projector**

Description: _____

Serial Number or Id Number:_____

Acquisition Date: _____ Cost: _____

Location: _____

Use and Condition of Property: _____

_____

4. Movie Projector/Slide Projector

Description: _____

Serial Number or Id Number:_____

Acquisition Date: _____ Cost: _____

Location: _____

Use and Condition of Property: _____

_____

5. Any Equipment Not Listed Above

Description: _____

Serial Number or Id Number: _____

Acquisition Date: _____ Cost: _____

Location: _____

Use and Condition of Property: _____

Revised 18-May-2010

APPENDIX A: IDAHO TRAVEL COUNCIL REGIONAL REPRESENTATIVES

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REGION 1:	**Benewah, Bonner, Boundary, Kootenai, Shoshone**	J.J. Jaeger jjaeger@cdaresort.com The Coeur d'Alene Golf & Spa Resort PO Box 7200 Coeur d'Alene, ID 83816-1941 (208) 765-2300 x. 7748
REGION II:	**Clearwater, Idaho, Latah, Lemhi, Nez Perce**	Lara Smith lara@Idaho3rivers.com Three Rivers Resort 115 Selway Road Kooskia at Lowell, ID 83539 Tel: 208-926-4430
REGION III:	**Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington**	**JIM MANION** jim.manion@aaaidaho.com AAA Idaho 7155 W Denton, Boise, ID 83704 Wk: (208) 342-9391
REGION VI:	**Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls**	**DIANE NEWMAN** bisales@pmt.org BW Burley Inn & Convention Center 800 N. Overland Ave., Burley, ID 83318 Wk: (208) 678-3501 Fax (208) 678-9532
REGION V:	**Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power**	**BILL CODE, VICE CHAIR** fwc111@icloud.com 2344 Horizon Dr., Pocatello, ID 83201 Cell: (208) 317-1832
REGION VI:	**Bonneville, Clark, Fremont, Jefferson, Madison, Teton**	**COURTNEY FERGUSON** courtney@yellowstonebearworld.com Yellowstone Bear World PO Box 160, Rexburg ID 83440 Cell: 208-390-1616, Fax: 208-356-9732
REGION VII:	**Blaine, Butte, Camas, Custer, Lemhi**	**DICK ANDERSEN** dandersen@sunvalley.com Sun Valley Resort PO Box 10, Sun Valley, ID 83353 Wk: (208) 622-2168 Fax: (208) 622-2100
MULTI-REIGONAL & STATEWIDE		**PAUL NORTON, CHAIR** pnorton@silverwoodthemepark.com Silverwood Theme Park 27843 North Highway 95, Athol ID 83801-9900 Wk: (208) 683-3400 x 128

APPENDIX B: ENABLING LEGISLATION

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Idaho Statutes

TITLE 67
STATE GOVERNMENT AND STATE AFFAIRS
CHAPTER 47
DEPARTMENT OF COMMERCE

67-4717. REGIONAL AND STATEWIDE GRANT PROGRAM. There is hereby established within the state of Idaho a travel and convention industry grant program. Such program shall be administered jointly by the Idaho Travel Council and the Department of Commerce. The source of funding for the program shall be from the assessment imposed by section 67-4718, Idaho Code.

Fifty percent (50%) of all funds derived from this act less one-half (1/2) of the administrative costs, shall be returned to local nonprofit organizations having as their primary purpose the promotion of travel and conventions within a planning region, to expend for the promotion of travel and conventions within their area. Each planning region shall be awarded grants totaling an amount equal to the regional proportion of one-half (1/2) the total sum raised by the assessment imposed by section 67-4718, Idaho Code. No allocations to a planning region shall lapse, but shall be continuously available for use for promotion purposes within the planning region.

The remaining fifty percent (50%) of all funds derived from this act, less one-half (1/2) of the administrative costs, shall be expended by the Department of Commerce for the promotion and development of statewide travel and convention programs. The department shall be counseled and advised in its creation and execution of such programs by the Idaho Travel Council as provided by section 67-4712, Idaho Code.

APPENDIX C: ADMINISTRATIVE RULES OF THE IDAHO TRAVEL COUNCIL GRANT PROGRAM

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Cross-reference with Appx. D Article…	IDAPA 28 TITLE 02 CHAPTER 03 28.02 RULES OF THE IDAHO REGIONAL TRAVEL AND CONVENTION GRANT PROGRAM
XV	**000. LEGAL AUTHORITY**. These rules have been adopted pursuant to Sections 67-4715, 67-4717, and 67-4718, Idaho Code, which imposes a two percent (2%) tax on the sale of hotel/motel and private campground accommodations and created the Idaho Travel and Convention Industry Committee, herein referred to as the Idaho Travel Council (ITC). The revenues generated by this tax (less ten percent (10%) administrative expense) are to be invested one-half (1/2) by the state and one-half (1/2) by the local regions within Idaho in well-planned promotional programs. The ITC, through the Idaho Department of Commerce (Department), has been given the responsibility of administering this program which includes the local regional grant program. (3-29-10)
	001. TITLE AND SCOPE.
	01. Title. These rules are cited as IDAPA 28.02.03, "Rules of the Idaho Regional Travel and Convention Grant Program" (ITC Grant Program). (3-29-10)
¶ 1	**02. Scope.** The primary objective is the creation and implementation of plans designed to stimulate and expand the travel and convention industry within the state's seven (7) planning regions. (3-29-10)
	002. WRITTEN INTERPRETATIONS. In accordance with Sections 67-5201(19) (b) (iv), 67-4715, 67-4717 and 67-4718, Idaho Code, this agency has written statements which pertain to the interpretation of the rules of this chapter, or to the documentation of compliance with the rules of this chapter. These documents are available for public inspection and copying at cost at the Idaho Department of Commerce, 700 West State Street, Boise, Idaho. (3-29-10)
	003. ADMINISTRATIVE APPEALS. This chapter does not provide for appeal of the administrative requirements for agencies. (3-29-10)
	004. INCORPORATION BY REFERENCE. There are no documents that have been incorporated by reference into these rules. (3-29-10)
XVII	**005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS**. The central office for the Idaho Travel Council Grant Program is located at the Idaho Department of Commerce. The office is open daily from 8 a.m. and 5 p.m., except Saturday, Sunday, and legal holidays. Appropriate ITC grant program documents may be filed at, or mailed to: Idaho Travel Council Grant Program, Idaho Department of Commerce, 700 West State Street, PO Box 83720, Boise, Idaho 83720-0093. (3-29-10)
III	**006. PUBLIC RECORDS ACT COMPLIANCE**. Information regarding ITC applications or awarded grants are considered to be public information and will be released upon request. These documents are available for public inspection and copying at cost. (3-29-10)
	007. -- 009. (RESERVED).

Cross-reference with Appx. D Article…	**IDAPA 28** **TITLE 02 CHAPTER 03 28.02** **RULES OF THE IDAHO REGIONAL TRAVEL AND CONVENTION GRANT PROGRAM**

	010. DEFINITIONS. As used in this chapter: (3-29-10) **01. Council**. The Idaho Travel Council (ITC) as set forth in Section 67-4712, Idaho Code. (3-29-10) **02. Division of Tourism**. The staff of the Division of Tourism Development unit of the Idaho Department of Commerce. (3-29-10) **03. Department.** The Idaho Department of Commerce as set forth in Section 67-4701, Idaho Code. (3-29-10) **04. Grant Program Guidelines**. Interpretation of these rules by the Idaho Travel Council. (3-29-10)
¶1	**011. PROGRAM INTENT**. The intent of the ITC's Regional Grant Program is to distribute grant funds to non-profit, incorporated organizations which have in place a viable travel or convention promotion program, or both, in their area of operation. Preference is given to programs of Destination Marketing Organizations (DMOs) with a primary focus of promoting overnight visitation in their area. (3-29-10) **012 .GRANT AWARD SCHEDULE.** **01. Application Deadlines**. Grants will be awarded annually at the first ITC meeting of the fiscal year, approximately August 1. A schedule of application deadlines will be posted on the Department's website and is available by request from the Division of Tourism. (3-29-10) **02. Grant Award Status**. Applicants will be notified of their grant award status within seven (7) days of the ITC's grant award date. (3-29-10)
I ¶1	**03. Grant Cycle.** Grant contract period is fourteen (14) months, beginning with the ITC's grant award date and ending on September 30 of the following year. Funded activities should be completed within the fourteen (14) month cycle. (3-29-10)
I¶2 III	**013. DISTRIBUTION OF FUNDS.** The Idaho Regional Travel and Convention Grant is a reimbursement grant. (3-29-10) **01. Documentation of Funds Expended**. The Department will allocate funds to the grantee upon submission of complete documentation of funds expended. (3-29-10) **02. Documentation of Reimbursable Expenses**. Documentation for reimbursable expenses will be determined by the Department and the ITC as outlined in the guidelines. (3-29-10)

	014 . NON-PROFIT STATUS. If not already on file with the Department, grant applicants must provide the following documents as proof of nonprofit status prior to or with their application. (3-29-10) **01. Proof of Non-Profit Status**. State of Idaho Certificate of Incorporation and Articles of Incorporation from the Secretary of State or a letter of determination from the Internal Revenue Service. (3-29-10) **02. Employer Identification Number**. Notice of Employer Identification Number assigned by the Internal Revenue Service. (3-29-10)
X, XI, XII	**015. POTENTIAL CONFLICT OF INTEREST**. An affiliation with a profit-making organization could imply a conflict of interest. Such conflict could render the application ineligible. (3-29-10) **016. CATEGORIES OF APPLICANTS.** The area of impact of the non-profit applicant will determine the application type as follows: (3-29-10) **01. Local/Regional Grant Application**. A non-profit organization whose area of impact lies within the boundaries of a single region. (3-29-10) a. Regional applicants serve as an umbrella organization, promoting travel to locations throughout the region. (3-29-10) b. Tourism regions are defined in Section 67-4711, Idaho Code. (3-29-10) **02. Multi-Regional Application**. A non-profit organization that represents more than one (1) region or has a presence in each region of the state. The association serves as an umbrella organization, promoting travel to locations throughout the state. (3-29-10)
II	**017. ELIGIBLE PROJECTS**. Eligible projects under the Regional Travel and Convention Grant Program must be consistent with the legislative declaration of policy in Title 67, Chapter 47, Idaho Code. Programs that are eligible for consideration must fall under the basic definition of travel or convention promotion. (3-29-10)
IV	**018. INELIGIBLE PROJECTS**. It is not the purpose of this grant program to fund the day-to-day, administrative expenses of organizations that have a travel or convention promotion element. (3-29-10) **01. Organizational Administrative Expense**. Rent, phone, supplies, wages and salaries, other overhead and administrative expenses are not reimbursable; however, the actual cost of staff wages and benefits (Other Personnel Expenses [OPE]) may be used as cash match with documentation. (3-29-10) **02. Salary or Personnel.** Expenses related to grant writing are not eligible. (3-29-10)

	03 Alternative Funding Sources. Projects that have alternative funding sources (for example, regular Chamber of Commerce budgets) or that have been funded previously with the agency's own funds may be deemed ineligible. (3-29-10)
	019. LOCAL EVENTS. It is not the intent of the Council to fund the promotion of local events. However, the Council will consider the unique benefits of events that have the potential of having a measurable impact on consumer travel and spending patterns. Such requests for funding will be judged on their specific merits. (3-29-10)
	020. REPETITIVE FUNDING OF PROJECTS. The Council may fund repetitive projects. However, applicants should not conclude that a plan will be funded because it has been funded in the past. When a previously funded plan is resubmitted, the applicant should show the return on investment as it relates to ITC program intent. (3-29-10)
	021. PROGRAM CREDIT. All projects funded by the Idaho Regional Travel and Convention Grant Program must credit said program as determined appropriate by the ITC. (3-29-10)
	022. GRANT ADMINISTRATION GUIDELINES.
VIII	**01. Noncompliance with Guidelines**. Noncompliance with administrative guidelines may lead to grant termination or omission from future grant awards, or both. (3-29-10)
III ¶2	**02. Usage of Funds**. Applicant must agree that funds will be used in accordance with ITC grant contract and guidelines, including: (3-29-10)
	a. Submitting narrative progress reports according to contract schedule; (3-29-10)
	b. Using appropriate forms with accompanying documentation; (3-29-10)
	c. Abiding by subcontract procedures in the guidelines; and (3-29-10)
	d. Providing complete audit documentation when applicable. (3-29-10)
III, VI, XIV, XVI	**023. ADHERENCE TO STATE LAWS AND REGULATIONS.**
	01. Applicable Laws and Regulations. The applicant must agree to use the grant funds in accordance with all applicable state laws and regulations relative to purchasing, fiscal, and audit requirements. (3-29-10)
	02.Sales Tax. Receipt of an ITC grant does not exempt an organization from paying sales tax. (3-29-10)
	024. -- 199. (RESERVED)

Cross-reference with Appx. D Article…	**IDAPA 28** **TITLE 02 CHAPTER 03 28.02** **RULES OF THE IDAHO REGIONAL TRAVEL AND CONVENTION GRANT PROGRAM**

200. APPLICANT ORGANIZATIONAL REQUIREMENTS. Applicants for this grant program must show in their application that they have: (3-29-10)

01. Plan. A goal-oriented plan for travel or convention promotion, or both, with measurements appropriate to the scope of work. (3-29-10)

02. Resources. Adequate resources to: (3-29-10)

a. Carry out the plan as outlined in the grant application; and (3-29-10)

b. Operate and maintain a financial management system for the plan. (3-29-10)

03. Ability to Manage. The ability to manage the grant. (3-29-10)

201. MATCHING FUNDS. Match must be documented in the application. (3-29-10)

01. Match Required. The Idaho Regional Travel and Convention Grant Program requires match from all organizations applying for funding as a way to increase the regional or local commitment to the plan, and to assist in generating more dollars for tourism promotion. (3-29-10)

02. Match Percentage. All plans must provide cash match of twelve and one-half percent (12.5%) of the amount awarded. All match must be outlined in the scope of work within the grant application. Audits are exempt from match requirements. (3-29-10)

03. Match Definition. Match is defined in the guidelines, but is considered documented cash contributions, wages and benefits or income used to fund a project. (3-29-10)

04. Expenditures. Expenditures claimed for projects funded previously by the grantee, such as brochures and publications, will not be allowed as match. (3-29-10)

05. Marketing. Marketing dollars spent by a for-profit enterprise within their marketing program may not be claimed as cash match by a grantee, not to exclude approved co-op programs. (3-29-10)

06. Audits. Funds awarded for audits are exempt from match requirements. (3-29-10)

202. -- 220. (RESERVED)

221. GRANT APPLICATION PROCESS.

01. Meeting with Regional ITC Representative. A meeting with the regional ITC representative to discuss grant application is strongly encouraged. (3-29-10)

02. Idaho Travel Council Presentation. Applicants for grants of fifty thousand dollars ($50,000) or greater are strongly encouraged to present their travel and convention plan at the final ITC meeting of the fiscal year. Applicants for grants of less than fifty thousand dollars ($50,000) may present their grant application at the same meeting. (3-29-10)

03. Grant Application. Grant applications must be submitted on-line through the Department website www.tourism.idaho.gov. Submittal deadline will be determined by the Division of Tourism and posted on the Division website. (3-29-10)

02. Technical Review. The following criteria are considered in the review of the application: (3-29-10)

a. Application Completeness - Scope of work and budget filled out correctly. (3-29-10)

b. Cash Match - Potential sources identified. (3-29-10)

c. Commitment - Evidence the plan has local/regional support. (3-29-10)

d. Fiscal Competency - Presence of an adequate financial management system. (3-29-10)

e. Need - Addresses identified needs of the travel economy in the impacted region. (3-29-10)

f. Regional Impact - Will increase local/regional awareness, encourage visitors to stay longer, or promote intra-regional travel. (3-29-10)

g. Continuing Benefits - Plan has benefits beyond the grant cycle. (3-29-10)

h. Plan Design - Achieving goals and objectives within a reasonable time frame. (3-29-10)

i. Innovation. (3-29-10)

j. Evaluation - Plan demonstrates a sound methodology for measuring achievement of the stated project objectives. (3-29-10)

k. Cost Analysis - Applicant shows evidence that other resources are not available to support the plan fully, and requested funds are sufficient to accomplish plan objectives. (3-29-10)

Cross-reference with Appx. D Article…	IDAPA 28 TITLE 02 CHAPTER 03 28.02 RULES OF THE IDAHO REGIONAL TRAVEL AND CONVENTION GRANT PROGRAM

I ¶1	**222. GRANT AWARD**. The ITC is responsible for the selection of applications to be awarded ITC Grants. Once the ITC has selected plans to be funded, the Department will notify all applicants, by letter, of their funding status. (3-29-10)
¶1	**01. Term of Contract**. All contracts will be in effect for a period of no more than fourteen (14) months unless otherwise stipulated in the contract. (3-29-10) **03. Special Conditions**. If applicable, special conditions of funding will be outlined. (3-29-10) **03. Effective Date**. The grant will take effect upon the date of award. Grant monies cannot be expended until that date. (3-29-10) **04. Reimbursement**. No expenditures can be reimbursed until the contract is signed by the Director of the Department or his designee. (3-29-10)
III, V	**223. AUDIT REQUIREMENT**. Grantees who receive one hundred thousand dollars ($100,000) or more in grant funds must have an audit. The audit must be performed by a Certified Public Accountant and submitted to the Department within sixty (60) days following the close of the grant cycle. The Council may also require an audit for grants less than one hundred thousand dollars ($100,000). Estimated audit costs must be included in the grant application. Audits are exempt from match requirements. (3-29-10)
II	**224. EXTENSIONS AND AMENDMENTS**. Extensions and amendments to ITC approved grants are discouraged. However, if the grantee can offer a compelling reason why more time is needed to complete the approved plan, or if a suitable opportunity requiring a change to the scope of work becomes available, an extension of the grant year or amendment to the approved plan or budget may be requested. (3-29-10) **01. Extensions**. An extension of up to three (3) months may be obtained from the grant manager with the Division of Tourism. However, if the grantee requires additional time to complete approved projects, beyond the three (3) months, the request will be reviewed by the ITC and must receive a majority vote of the members in order for the extension to be allowed. (3-29-10) **02. Amendments**. If the scope of any element changes or a budget shift in excess of limits set by the Council in the guidelines is requested, it will be reviewed by the ITC and must receive a majority vote of the members in order for the amendment to be allowed. (3-29-10)

	225. GRANT TERMINATION.
VIII	**01. Plan, Project or Organization Loses Viability**. If at any time a travel and convention promotion plan or project loses its viability, or the organization awarded the grant ceases to actively function, the grant may be terminated. This determination will be made by the ITC, the Division of Tourism staff, and may include the grantee. If such a decision is made, the Department will terminate the plan or project and the funds will be reverted to the regional pool for the next cycle grant awards. (3-29-10)
X, XI, XII	**02. Conflict of Interest**. If at any time the Council becomes aware of an apparent or potential conflict of interest between a grantee and a private entity which may influence grant funds, the Council may request a meeting with the grantee's representatives. The Council may, at that meeting, terminate the grant if an inappropriate conflict of interest is found. (3-29-10)
VIII	**03. Inappropriate Use of Funds**. If at any time the Council becomes aware of a grantee's inappropriate or illegal use of grant funds, or inappropriate request for reimbursement, the Council may request a meeting with the grantee's representatives. The Council may, at that meeting, terminate the grant if impropriety is found. (3-29-10)
	226. -- 999. (RESERVED)

APPENDIX D: IDAHO TRAVEL COUNCIL GRANT CONTRACT

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IDAPA 28.02 **IDAPA 28.03**	**2013 IDAHO REGIONAL TRAVEL AND CONVENTION GRANT PROGRAM CONTRACT** TITLE: Grantee Organization ITC GRANT: **13-**
AR 001.02 **AR 011**	This contract is made and entered into between the Idaho Department of Commerce, herein after called the DEPARTMENT, and the «Org_Legal_Name», herein after called the GRANTEE. The GRANTEE is an established non-profit organization having as its primary objective the creation and implementation of plans designed to stimulate and expand the travel and convention industry within the state's seven (7) planning regions. The "effective date" for the 2013 grant is August 6, 2013. **TERMS AND CONDITIONS** **Article I - Period of Performance and Grant Amount**
AR 012.03 **AR 222** **AR 013**	The work required to be performed hereunder shall be accomplished from the effective date and shall continue up to and including **September 30, 2014** unless otherwise amended in writing. Upon receipt of invoices, the DEPARTMENT shall reimburse the GRANTEE an amount not to exceed **$«ITC_Award»** as described in the Approved Budget. Any portion not used for the fulfillment of the contract shall revert to the regional grant pool no later than 30 days after termination or completion of the contract. **Article II - Work Performance and Subordination**
AR 017 **AR 224**	The purpose of this contract is to provide funding for the general promotion of travel and convention industries as more specifically defined in the Scope of Work, i.e. grant application. Any significant change in the Scope of Work must be **approved in advance**, in writing, by the DEPARTMENT and the Idaho Travel Council (ITC). Subcontractors must be **approved in advance**, in writing, by the DEPARTMENT. **Article III - Requests for Funds and Narrative Progress Reports**
AR 006 **AR 013** **AR 022** **AR 023.01** **AR 223**	In the performance of this contract, the GRANTEE must keep books, records, and accounts of all activities. Such books, records, and accounts, shall be open to inspection and audit and retained by GRANTEE for a period of three years after notification of completion of this contract. The GRANTEE will submit and certify interim records with each Request for Funds form that is submitted to the DEPARTMENT as specified in Attachment A, Reporting Schedule. Each Request for Funds form shall detail costs incurred by line item as identified in the project budget.
AR 022.02.A	The GRANTEE shall submit interim written Narrative Progress Reports as specified in the Reporting Schedule, Attachment A. A detailed Final Narrative Report shall be submitted to the DEPARTMENT at the conclusion of this contract, as stated in Attachment A.

GG Chapter 11	Capital Outlay equipment may be purchased by the GRANTEE with grant funds only if the item was specifically awarded by the ITC. The GRANTEE must implement a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. An accounting of the property will be provided to the DEPARTMENT as part of the Final Narrative Report prior to final ITC reimbursement of funds.
	Article IV - Non Allowable Costs
AR 018	The purpose and scope of work for which this grant is made shall not duplicate programs for which monies have been received, are committed, or are applied for from other sources, public or private. Upon request of the DEPARTMENT, the GRANTEE shall submit full information about related programs that may be initiated within the grant period.
	Article V - Audit
AR 223 **GG Chapter 12.3**	The GRANTEE shall be responsible for providing the DEPARTMENT with a compliance audit completed by a Certified Public Accountant within 60 days of the completion date of the grant if the grant totals $100,000 or more excluding GRANTEE'S match. At the DEPARTMENT'S request and expense, an audit may be required during, or after the grant period even if the grant is less than $100,000.
	Article VI - General Terms and Conditions
AR 023	All conditions and assurances required of the DEPARTMENT by the Idaho Travel and Convention Industry Promotion Bill, Chapter 216, Laws of 1981, as amended, are binding on the GRANTEE and the DEPARTMENT. Both parties shall additionally adhere to statutes of the State of Idaho and particularly the rules outlined in the Idaho Regional Travel and Convention Grant Program Handbook. Execution of this contract by the GRANTEE serves as an acknowledgement that the GRANTEE is familiar with all statutes, rules and guidelines noted in this paragraph.
	Article VII - Match Expenditures
AR 201	Match expenditures must be in accordance with the specific rules and instructions pertaining to match expenditures contained in the contract, attachments, instructions to the forms and the Idaho Regional Travel and Convention Grant Program Handbook.
	Article VIII - Termination
AR 022 **AR 225**	The DEPARTMENT shall have the right to terminate this contract in whole or in part at any time in its sole discretion upon 30 days written notice to the GRANTEE. Termination of the contract will be effective 30 calendar days from the date of the Department's notice. The Department shall provide fair and reasonable compensation to the GRANTEE as determined by the Department for all work completed under the contract. Ownership, transfer of work in progress, and completed work will remain in the GRANTEE'S possession, but the Department, upon request, shall have access to all records and/or documents related to the GRANTEE'S project under the contract.

GG Chapter 11.0	**Article IX - Retention and Use of Funded Property and Materials** The GRANTEE warrants that the ownership of any property purchased or materials created, through funding under this contract, unless retained by the Department of Commerce, shall remain with the GRANTEE and be utilized solely and exclusively for the purpose embodied in the accepted grant application and this contract. It is not the DEPARTMENT'S intent to own any property, including copyrights and rights to use of copyrighted materials.
	Article X – Special Warranty
AR 225.02	The GRANTEE warrants nothing of monetary value has been given, promised or implied as remuneration entering into this contract. The GRANTEE further declares no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion or negotiations leading to the award of this contract.
	Article XI - Relationship of Contracting Parties
AR 015 **AR 225.02** **GG Chapter 13.3**	The Parties intend to establish an independent contractor and principal relationship. GRANTEE is not considered an agent, officer, or employee of the Department for any purpose. Contracting parties warrant by signature that no employer-employee relationship is established between the DEPARTMENT and the GRANTEE by the terms of this contract.
	Article XII - Conflict of Interest of Members, Officers or Employees of Grantee, Members of Local Governing Body or Other Public Officials
AR 015 **AR 225.02**	The GRANTEE shall incorporate or cause to be incorporated, in all such contracts a provision declaring their interest pursuant to the purposes of this section. A board memo or meeting minutes reflecting sub-committee decisions may be requested and will suffice for full disclosure. If at any time the Council becomes aware of an apparent or potential conflict of interest between a GRANTEE and a private entity which may influence grant funds, the Council may request a meeting with the grantee's representatives. The Council may, at that meeting terminate the grant if an inappropriate conflict of interest is found.
GG Chapter 13	**Article XIII – Indemnification** GRANTEE shall indemnify, defend and save harmless the State of Idaho and the Department, its officers, employees and agents from and against all liability, claims, damages, losses, expense, actions and suits whatsoever, including personal injury or death caused by or arising out of GRANTEE'S performance, act or omission of this grant.
AR 023	**Article XIV - Assignment and Subcontracting**
GG Chapter 13.3	This Grant cannot be subcontracted or assigned without the prior written approval of the Department. Approved subcontracts or assignments will contain all appropriate state and federal requirements and conditions, as the Department may deem necessary.

AR 000	**Article XV - Governing Law** This Grant shall be governed by the laws of the State of Idaho and performed within Idaho.
AR 023	**Article XVI - Warranty of Authority** GRANTEE warrants and certifies that the individual signing this Grant Contract has full authority to bind the GRANTEE and that all necessary and proper authorizations have been taken by GRANTEE to enter into this Grant Contract.
AR 005	**Article XVII - Liaison** The GRANTEE shall submit all Requests for Funds, correspondence and written Narrative Progress Reports electronically to the Idaho Department of Commerce, Tourism Grant Analyst. **Approved:** _____ Karen Ballard, Chief Tourism Officer, Tourism Division Idaho Department of Commerce Date **I hereby declare that I have full authority to execute this Grant Contract, that I have read and fully understand the provisions of this contract and my responsibilities there-under and that GRANTEE agrees to be bound by this Grant Contract.** _____ _____ Signature of Organization's Chief Official Date _____ _____ Typed Name Title Address: _____ _____ Phone Number: _____ Email Address: _____ *** IDAPA—Idaho Code Section 28, followed by title and paragraph number** *** AR—Administrative Rule, Appendix C** *** GG—Grant Guidelines** **Stipulations: None** *** Sequence in Element Numbers Align with Grant Application**

ATTACHMENT A

Reporting Schedule
13-x-x

Narrative Progress Reports and Requests for Funds are required as indicated below:

A. SCHEDULE FOR SUBMISSION OF PROGRESS REPORTS

Submit a "Narrative Progress Report Form" according to the following schedule:

Progress Report 1:	August 5, 2013 – November 30, 2013	Due: December 15, 2013
Progress Report 2:	December 15, 2013 – March 31, 2014	Due: April 15, 2014
Progress Report 3:	April 1, 2014 – July 31, 2014	Due: August 15, 2014
Progress Report 4:	August 1, 2014 – September 30, 2014	Due: October 31, 2014

If a grant is extended, subsequent progress reports will be required every three months, with a final report submitted at the close of the grant.

B. SCHEDULE FOR SUBMISSION OF REQUEST FOR FUNDS

Requests for Funds may be submitted as needed for expenses from the effective date through September 30, 2014. Final Request for Funds is due no later than October 31, 2014 for expenses through September 30, 2014 only. Include the grant number on all correspondence.

ATTACHMENT B

Procedures/Requirements
13-x-x

Bidding Procedures

Purchases and services over $25,000.00 shall be subject to bidding procedures as outlined in the ITC Grant Handbook. Contact the Idaho Department of Commerce to determine if a subcontract must be developed for qualifying services prior to beginning the project. If bidding and subcontract requirements are not met, reimbursement may not be made.

Match Requirements

Cash match expenditures must fall within contract budget categories and be documented as stated in the ITC Grant Handbook.

Administration

Administrative and Fulfillment expenses are granted as an amount equal to the grant award times ten percent (10%). No further requests for reimbursement of Administrative or Fulfillment costs will be made.