



C.L. "Butch" Otter, Governor
Bobbi-Jo Meuleman, Director

PROGRAM NOTICE

Idaho Regional Travel and Convention Grant Program

Notice Date: 01/08/2017

Title: Narrative Progress Reports in the Grant Portal

Effective Date: Immediate

Narrative Reports are a contractual requirement of the Idaho Regional Travel and Convention Grant Program. In an ongoing effort to modernize the ITC grant program and provide transparency to the Idaho Travel Council narrative reports can now be submitted online. The new report and submission process is very similar to completing a grant application and will replace the Word document that grantees previously emailed to the Commerce Grant Analyst.

Additionally, the narrative questions have been refreshed based on feedback from the council to provide opportunity for clarity and structure. The report also provides a section for attachments so any usage reports, analytics, or other supporting documentation a grantee wishes to share with the ITC can be uploaded. The revised report is attached.

Reports will be available for completion starting the first day after each quarter-end and close at midnight on the due date. Please see the attached instructions for getting started on a narrative report.