

HELLO 

Idaho Commerce

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March 2021

Grants and Contracts Team

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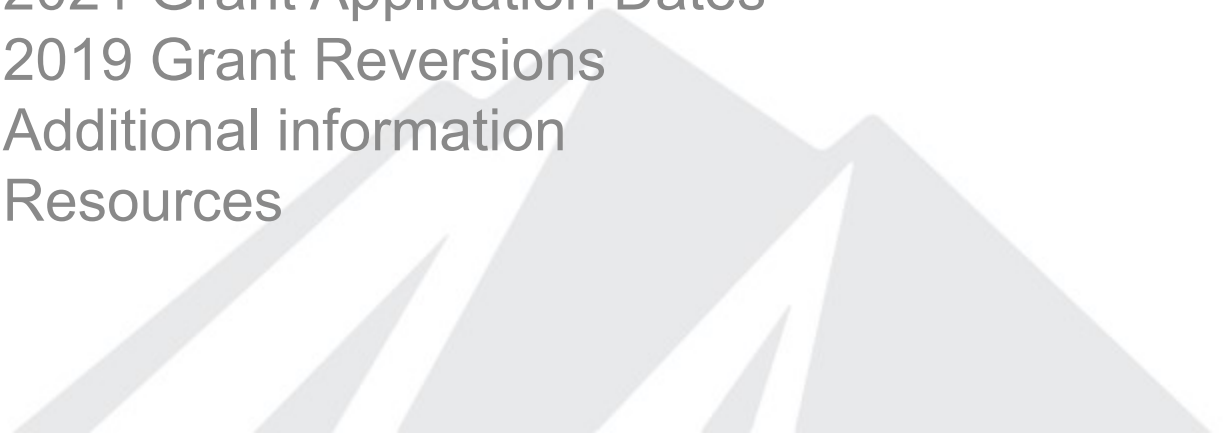
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Grants & Contracts Analyst

WELCOME

The word "WELCOME" is written in large, light gray, sans-serif capital letters. The letter "O" is replaced by a circular logo containing a stylized mountain range and the text "IDAHO COMMERCE".

Agenda

- Membership Allowability Survey
 - Travel Reimbursement Update
 - 2021 Grant Application Changes
 - 2021 Grant Application Dates
 - 2019 Grant Reversions
 - Additional information
 - Resources
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- A stylized, light gray graphic of a mountain range with several peaks, located in the bottom right corner of the slide.

Membership Allowability

- The ITC Council asked staff to research allowing Tourism focused membership costs to be reimbursed or applied toward match after receiving an inquiry about the allowability of memberships.
- We emailed out a survey to grantees and their partners resulting in 20 total responses.

Membership Allowability

- Survey Results:
 - 70% of respondents included memberships in their total Tourism marketing budget.
 - Most indicated that the memberships they are a part of are either grantee organizations or organizations that can increase their market reach.
 - 60% indicated that memberships should be an allowable reimbursement expense.



Membership Allowability

- Next Steps:
 - Present survey results to ITC Council
 - Identify any recommendations from Council
 - Ask for membership examples from Grantees to round out research. Send to grants@commerce.idaho.gov by 03/16/21 in advance of ITC Council meeting.
 - Provide program guidance and update guidelines if appropriate based on feedback from Council.

Travel Reimbursement Update

- Effective January 1, 2021
 - Mileage has been updated to \$0.56 per mile
 - Travel Reimbursement form has been updated on the site to reflect the change
 - Ensure correct form is being used for time of travel
 - Handbook has been updated to reflect change

2021 ITC Application Changes

- Budget Detail Spreadsheet and Annual Apportionment Rate proposal questions separated.
- Please Check Budget Spreadsheet Totals
 - Often when adding or deleting rows, formulas no longer work as first intended
- If you intend to ask for reimbursement of overhead expenses, you must submit an AAR proposal.

2021 ITC Application Dates

2021 ITC Application Schedule		
2021 ITC Application opens	February 12, 2021	Link to portal for application
Application Close #1	April 2, 2021 4:30 p.m. MST	Applications are required to be submitted for review by the ITC <u>PRIOR</u> to the grant presentations.
ITC reviews applications	April 3, 2021 – May 5, 2021	
Grant presentations Boise	May 6-7, 2021 9:00 a.m. – 5:00 p.m.	Held in Boise virtually in 2021. Applicants requesting \$50,000 or greater are required to present. Applicants requesting less than \$50,000 have the option to present.
Application re-opens	May 8, 2021 9:00 a.m.	Applications will be re-opened for editing.
Application Close #2	May 28, 2021 4:30 p.m. MST	Final submission deadline. No extensions.
Grant awards	July 26-27, 2021 9:00 a.m. – 5:00 p.m.	(location TBD)

2019 ITC Grant Reversions

Region No	Grant Funds Available
Multi Total	\$ 49,715.54
I Total	\$ 18,398.11
II Total	\$ 53,680.74
III Total	\$ 271,240.43
IV Total	\$ 25,057.57
V Total	\$ 157,065.96
VI Total	\$ 211,287.42
VII Total	\$ 66,385.93
Grand Total Reversions	\$ 852,831.70

2019 ITC Grant Reversions

- Close out emails were sent with any reverted amounts included in the communication.
- If your organization reverted 2019 funds you will need to include this in your ask and budget for your 2021 Grant application.
- Your reverted amount should be included in your total ask and your entire ask should be budgeted for in your application. **Reverted amounts need to be budgeted in your marketing plan.**

Additional Information

- State-wide cooperative opportunities presented today will be the **only** cooperative campaigns where logos will not be required for reimbursement.
- Recommend submitting ad approval requests to ensure reimbursement.
- 2019 ITC Grant audits will begin soon. Any grantee that received over \$100,000 will be audited and we will additionally audit up to 5 randomly selected grantees as well.

Questions?



Resources

- [Administrative Expenses Presentation](#)
- [RFF Checklist](#)
- [ITC Frequently Asked Questions](#)
- [Visit Idaho Grant Logo Guidelines](#)
- grants@commerce.idaho.gov



commerce.idaho.gov