

HELLO



Idaho Commerce

Cindy Lee

Manager, Grants & Contracts

March 2018

WELCOME



Agenda

Grant Update

New Tools

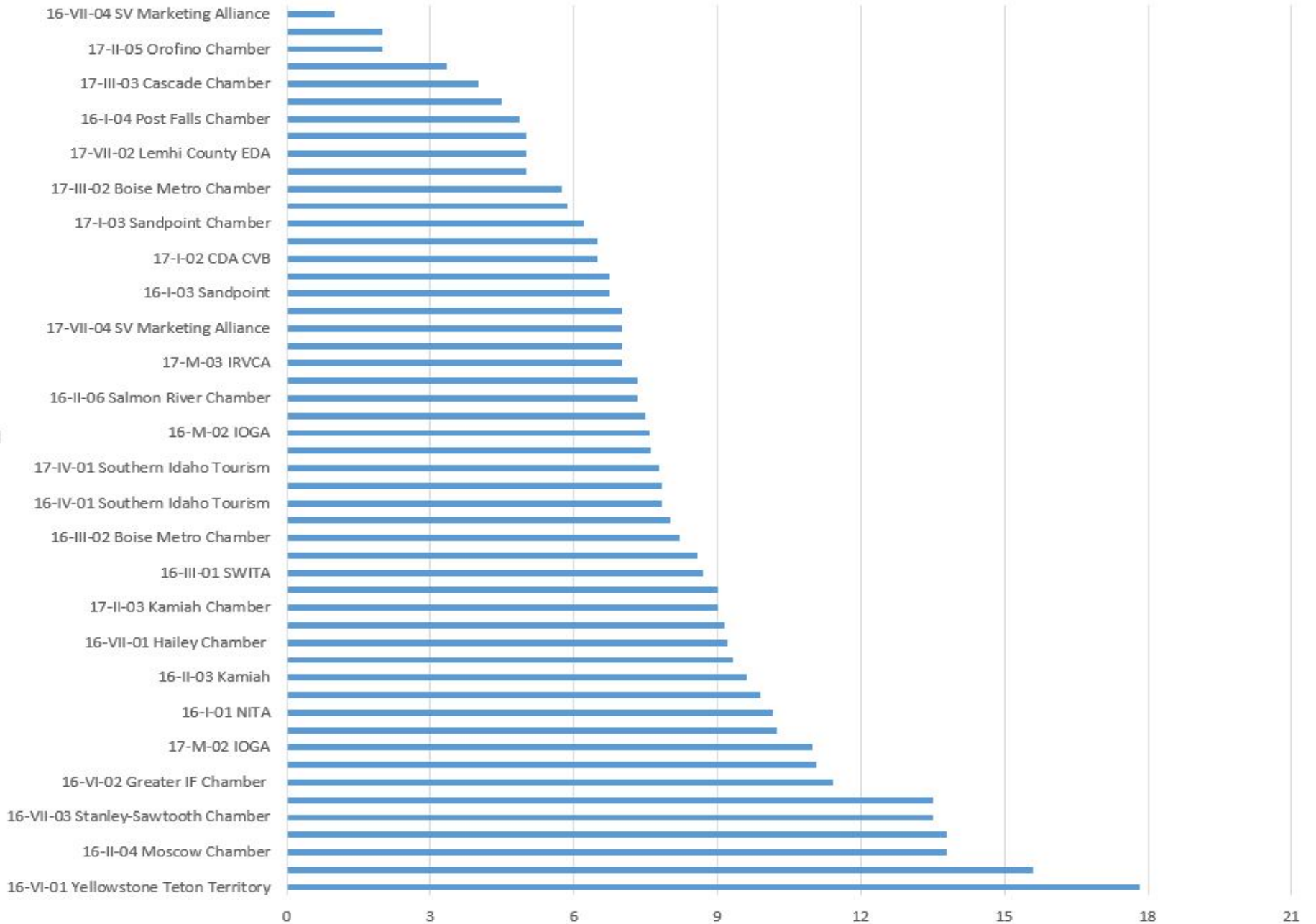
Grant Administration Funds

2018 Grant Application

Days to Paid

08/01/2017 – 02/23/2018

- 0 – 7 days 183 RFFs 54%
 - 8 – 14 days 95 RFFs 27%
 - 15 – 21 days 48 RFFs 13%
 - 22 – 30 days 17 RFFs .05%
 - + 30 days 3 RFFs .01%
-
- Average days to paid: 8



RFF Mods & Tools

- Admin field reinstated

Description / Attachment	ITC Admin	Match	Reimbursement Amount	Status
January 2018	\$250.00	\$100.00	\$5,250.00	Submitted

- ITC Mktg field to be reinstated
- RFF Checklist
- RFF FAQs
- RFF Video *coming soon!*

Narrative Reports

- Submitted online via the portal
- Contractually required (Article 7)
 - due even if no activity
 - explain why no activity
- Due 15th of Jan, Apr, Jul and Oct 31
 - If extended 5th report due Jan 30
- Status: On Time or Late
- ITC online review *coming soon!*

Administration and Fulfilment

- Dec. 7, 2017 – revised policy
 - Receipts required
 - 75% / 25% draw discontinued
- Feb. 21, 2018 – revised policy
 - Wages/Benefits of one grant administrator
 - Apportioned overhead
 - Fulfilment an eligible marketing expense

Administration and Fulfilment

COUNCIL MOTION

Jim Manion moves that the ITC grant program allow wages, benefits and overhead. Wages and benefits must be related to one grant administrator and the direct costs associated with administration of the grant as defined. Fulfillment is moved to allowable marketing expense. Maximum combined allowance for admin is 10% of grant award to a maximum of \$25,000. Reimbursement of overheard costs will be considered reasonable to the extent that it is apportioned in an equitable manner in relation to the grantee organization's execution of the ITC grant and the grantee organizations other duties. Apportionment to be considered during grant application.

Matt Hunter seconded. All in favor. No discussion. Motion approved.

IDAPA 28.02.03

18. 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)

1. **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)

19. ADMINISTRATIVE EXPENSE

The following administrative and overhead costs are allowable: (03-01-18)

1. **Wages and Benefits.** Wages and benefits of one designated grant administrator compensated for time directly related to the task of grant administration. Other employee wages and benefits incurred in the execution of the grant program may be used as cash match with documentation. (03-01-18)
2. **Overhead.** Reasonable apportioned overhead costs of the grantee organization required to execute the grant program shall be approved by the Idaho Travel Council. The Department shall recommend preferred apportionment methods. (03-01-18)
3. **Grant Writing.** No expenses related to grant writing are eligible. (03-01/18)

Administration and Fulfilment

- Full definitions *coming soon!*
- Grant Administration
 - One (1) grant administrator that is an employee of the grantee organization is allowable
 - Time tracked, supported by payroll documentation
 - Compiling RFFs & narratives, time spent in meetings/emails with ITC and Commerce staff, tracking of expenses, paying ITC related invoices
- Overhead
 - Rent, electricity, gas, water, sewer, internet, insurance, etc.
 - Apportionment applies
 - Apportionment guidance forthcoming
- All costs must be reasonable and allowable

Administration and Fulfilment

- Immediate next steps
 - Revised administrative code – *under DFM review*
 - Temporary rule adopted March 2, 2018
 - Temporary rule bulletin – *April 6th*
 - Revised handbook – 30 days
 - detailed definitions
 - apportionment guidance
 - 2018 Grant application – due by 2nd deadline
 - apportionment guidance – 30 days

Administration and Fulfilment

- More work to do!
 - Proposed administrative code
 - August 2018 final rule due
 - October public comment period
 - January 2019 Legislative session
 - If passed July 1, 2019 becomes law
 - Your support will be critical
 - Revised handbook
 - Complete overhaul
 - December 2018

Application Schedule

2018 ITC Application opens	February 16, 2018	Commerce Portal
Application close #1	April 2, 2018 4:30 p.m.	Applications are required to be submitted for review by the ITC <u>PRIOR</u> to the grant presentations.
ITC reviews applications	April 3, 2018 – May 1, 2018	
Grant presentations Boise	May 1, 2018 – May 2, 2018	Applicants requesting in excess of \$50,000 are encouraged to present. Schedule TBD.
Application re-opens	May 3, 2018 9:00 a.m.	Applications will be re-opened for editing.
Application close #2	May 23, 2018 4:30 p.m.	Final submission deadline. No extensions.
Grant awards	Date & Time TBD	Location TBD.

New Templates

- <https://commerce.idaho.gov/tourism-resources/itc-grant-program/>
- <http://idahocommerce.force.com/grants>
- Budget
- Match - Cash Reserves
- Match - Pledges
- Match - Wages

Changes to the Application

- **Question 8**
- Eligible applicants are non-profit, incorporated organizations. Upload the Articles of Incorporation with applicable amendments (name changes or tourism added as a focus), as well as the most recent annual report from the Idaho Secretary of State website.

<https://sos.idaho.gov/>

Changes to the Application

- **Question 10**
- Applicants partnering with a for-profit entity may have a conflict of interest that must be declared. If staff or board members of the applicant organization will be providing services for profit, the relationship must be declared and detailed below.

Changes to the Application

- **Question 15**
- If you were a grant recipient in 2017, detail your top three (3) successes that were funded by the grant. Indicate the activity, the dollar value spent, and the return on investment. If you are not a prior grantee indicate N/A.

Changes to the Application

- **Question 16**
- Describe your 2018 marketing plan and the goals and objectives you have for this grant application.
 - Detail, detail, detail!

Changes to the Application

- **Question 17**
- How does the proposed marketing plan increase local and regional awareness and encourage visitors to stay longer in the region?
- **Question 18**
- How does the proposed marketing plan promote intra-regional travel?

Changes to the Application

- **Question 19**
- Explain who the contributing non-profit partners are and their participation in the project.
- **Question 20**
- Explain who the contributing for-profit partners are and their participation in the project.

Changes to the Application

- **Question 22**
- If you answered “yes” describe the expenses you anticipate for Administration costs (if not applicable, enter N/A).
 - Wages, benefits, overhead
 - 17 hours/month x \$18.00/hr x 12 months = \$3,672
 - FICA, SSDI, Medical, Dental: \$175 x 12 months = \$2,100
 - 25% of annual rent (\$800/month) = \$2,400

Changes to the Application

- Questions 27, 28, 29, 30 – Uploads
 - Budget
 - Pledged match
 - Cash reserves and wages/benefits
 - Letters of support. Optional. Not scored.

Recommendations

- Pencil out your marketing plan
- Plug the plan into the budget
- Use the budget to write the narratives to the marketing questions
- Focus on pledged match, start early

Grant Presentations

- 20 minutes
- Returning Grantee
 - 2 minute introduction
 - 3 minute success story
 - 5 minutes on marketing plan
 - 10 minutes Q&A by ITC & Commerce
- New Grantee
 - 5 minute introduction
 - 5 minutes on marketing plan
 - 10 minutes Q&A by ITC & Commerce

Post Presentations

- May 3, 2018 @ 9am
 - **ALL** applications returned to draft status
- Final revisions
- Submissions due May 23, 2018 @ 4:30 pm
- Grant agreements
 - Will be changes
 - Review the terms carefully



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