

## PROGRAM NOTICE

### Idaho Regional Travel and Convention Grant Program

**Notice Date:** November 4, 2022

**Title:** ITC Budget Change Guidelines

**Effective Date:** Immediately

This program notice is meant to provide additional guidance for ITC grant award budget change requirements.

Most changes to the project(s) and/or budget during the grant cycle will require a scope of work (SOW) change. Scope of work changes less than 10 percent (<10%) of a grantee's budget will be reviewed for approval by the regional ITC Council Member and the ITC Grant Administrator. Changes 10 percent or greater ( $\geq 10\%$ ) of the entire budget require full Council approval.

There are two exceptions to the SOW amendment requirement (Fig. 1).

1. Movement of **less than 10%** (<10%) of the **Admin Award** to **Marketing** does not require a SOW change but does require:
  - a. Communication of the change to the ITC Program Manager.
  - b. Details of the change in the following Quarterly Report.
2. Movement of **less than 10%** (<10%) of the **Marketing Award** moved to other **Marketing Sub-category** elements does not require a SOW change **if it aligns with the approved Scope of Work** but does require:
  - a. Communication of the change to the ITC Program Manager.
  - b. Details of the change in the following Quarterly Report.

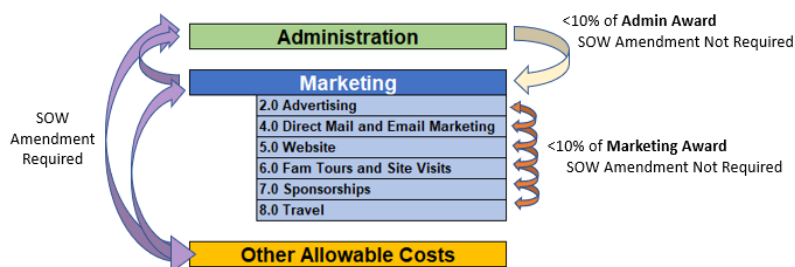


Figure 1. This image depicts the two exceptions for SOW Amendment requirements.

If you have any questions or concerns, please contact the grants team at: [grants@commerce.idaho.gov](mailto:grants@commerce.idaho.gov).

## ITC Grant Budget Changes and Requirements Reference Sheet

Budget Line Item	Budget Change	Requirement
<b>Administration</b>	<10% of <b>Admin Award</b> to Marketing	Communicate change to Program Manager and detail in Quarterly Report for Council
	≥10% of <b>Admin Award</b> to Marketing OR Other	SOW Amendment
<b>Annual Apportionment Rate</b>	Any Change	SOW Amendment and ITC Council Approval
<b>Marketing</b>	<10% of <b>Entire Award</b> to Admin OR Other	SOW Amendment
	≥10% of <b>Entire Award</b> to Admin OR Other	SOW Amendment and ITC Council Approval
<b>Marketing: Sub-Category</b>		
Advertising	<10% of <b>Marketing Award</b> to another Marketing Sub-category	Communicate change to Program Manager and detail in Quarterly Report for Council
Direct Mail & Email Marketing		
Website	≥10% of <b>Marketing Award</b> to another Marketing Sub-category	SOW Amendment
Fam Tours & Site Visits		
Sponsorships		
Travel		
<b>Other</b>	<10% of <b>Entire Award</b> to Admin OR Marketing	SOW Amendment
	≥10% of <b>Entire Award</b> to Admin OR Marketing	SOW Amendment and ITC Council Approval

