

ITC Grant Budget Changes and Requirements Reference Sheet

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

