



Brad Little, Governor
Tom Kealey, Director

PROGRAM NOTICE

Idaho Regional Travel and Convention Grant Program

Notice Date: December 29, 2022

Title: ITC Grant Management Forms

Effective Date: Immediately

In an effort to improve convenience for ITC grant managers, reduce errors, and expedite processing times, we have been working to create fillable and printable forms based on the ITC guidelines. Each form contains prompts for the required information based on their purpose. ITC program forms now available include:

- Capital Outlay Form
- No Cost Extension Request Form (New)
- One-Time Exemption Request Form (New)
- Salary as Cash Match Form
- Scope of Work/Budget Change Request Form (New)
- Travel Reimbursement Form (Updated)

The above listed forms will be available on the ITC website in the [Handbook, Forms and Logos](#)¹ section on January 5th, 2023.

ITC forms may be updated periodically. If form updates occur, a program notice will be distributed.

If you have suggestions, questions, or concerns, please contact the grants team at: grants@commerce.idaho.gov.

¹ ITC Handbook, Forms and Logos web address: <https://commerce.idaho.gov/tourism-resources/itc-grant-program/handbook-forms-and-logos/>