

CUMING COUNTY VISITOR'S BUREAU IMPROVEMENT GRANT

PURPOSE OF FUNDS

The purpose of the Cuming County Visitor's Bureau Improvement Fund grant is to provide funding that improves existing or creates new visitor attractions and facilities in Cuming County. The funds available through this program are provided from the lodging tax revenue funds. The funds are to be used for capital improvement for area attractions or recreational facilities, attracting visitors to and within Cuming County, Nebraska Visitors Development Act, Neb. Rev. Stat. §81-1245 through §81-1263, et seq. provides.

USE OF FUNDS

IMPROVEMENT FUND grants shall be used to improve the visitor attraction and facilities owned by the public or any nonprofit organization in the county, except that no proceeds shall be used to improve a facility in which pari-mutual wagering is conducted. Nothing in the Improvement Fund grant guidelines excludes funding for multi-year projects.

EXCLUSIONS

No part of the grant funds may be used for:

- General operating expenses
- For additional or current personnel salaries
- For supplies and equipment
- For items not included in the approved grant application
- In any manner that would violate the Nebraska Visitors Development Act, Neb. Rev. Stat. §81-1245 through §81-1263, et seq. (as amended from time to time). All grant are discretionary, based upon available funds, other anticipated uses, and anticipated effectiveness of proposed use.

MATCHING FUNDS

Grantee acknowledges that this is a 50/50 matching grant up to the approved amount. The Grantee will be reimbursed up to 50 percent of the cost of the project (Up to but not exceeding total grant award, while the other 50 percent of the projects must come from the Grantee, and can consist of half in-kind and half cash. For example, for a total project cost of \$20,000, the grant application can be for \$10,000 and the match will be \$10,000.

APPLICATION PROCESS

For each grant application, you must include the completed cover sheet, a project description, budget page, contractor bids, and **PROOF OF NONPROFIT STATUS**. For projects that improve or expand publicly owned facilities, **one letter of support from the local municipality** is required.

DEADLINES

The deadline for returning completed applications to the Cuming County Visitors Committee is the last day of each quarter (December 31, March 31, June 30 and September 30). **NO EXCEPTIONS**. Applicants will be notified of their presentation date and time by mail after the complete application is received.

Upon review by the Cuming County Visitors Committee, a recommendation will be provided to the Cuming County Board of Supervisors. At their next scheduled meeting, the Board of Supervisors will vote on funding the project.

Projects funded through the Improvement Fund must be complete within 18 months of the date of application approval, unless written authorization of deadline extension is received from the Cuming County Visitors Committee. For projects not completed within 18 months and do not have written authorization of extension, the grant will immediately be terminated and funds will not be distributed.

PRESENTATION

- Applicants must be present at the Cuming County Visitors Committee meeting at which their application is reviewed.
- Your presentation must not be longer than 20 minutes.

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IMPROVEMENT GRANT

ANNOUNCEMENT OF AWARD

Approved applicants will be notified by the Cuming County Visitor's Bureau.

CONTRACT

All awards are subject to Cuming County (Grantor) and awarded applicant (Grantee) entering into a contract detailing each parties' obligations. If the parties are unable to enter into a mutually agreed upon contract, the awarded grant will be voided.

REPORTING, ACCOUNTING AND PAYMENT PROCEDURES

Reporting

Thirty days after the completion of the project, or the end of the calendar year for multi-year projects, a report will be submitted to the Visitor's Bureau giving final results or progress toward results. The report must outline if the objectives of the project were met, if not, what were the circumstances that lead to the lack of progress. The report will also include copies of all paid receipts. No money will be released until the final report or the end-of-year progress report is presented and approved. Furthermore, no money will be released beyond the paid receipts submitted by the awarded applicant.

PAYMENT

- Upon receipt and acceptance of the final project report, the Cuming County Visitor's Bureau will submit the project for payment to the Cuming County Board of Supervisors. Upon approval, a reimbursement check will be sent by the Clerk directly to the grantee or vendor.
- The Cuming County Board of Supervisors and the Cuming County Visitor's Bureau can only use proceeds from the Cuming County Visitors Improvement Funds to fund any project herein and shall not obligate itself to use any money outside the Cuming County Visitors Improvement Fund to fund any project herein. Furthermore, the Cuming County Board of Supervisors and the Cuming County Visitor's Bureau shall not give multi-year grant(s) that obligates Cuming County over and above amounts accruing in the Improvement Fund through the collection of a 2 percent Lodging Tax through the Nebraska Visitors Development Act, Neb. Rev. Stat. §81-1245 through §81-1263, et seq.

REVIEW PROCESS

Grants are discretionary and based on available funds. All projects must comply with the Nebraska Visitors Development Act.



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Name of Organization:			
Contact Person:		Title:	
Address:	City:	State:	Zip:
Telephone:	Fax:	E-mail:	
Project Name:			
Amount Requested:		Estimated project cost (attach a detailed budget worksheet)	
Estimated completion date:			
Please provide a brief description of the project:			
<p>Signature of applicant (I signify that, if awarded, grant funds will only be used from improvements to visitor attractions owned by the public or any nonprofit organization, as the Nebraska Visitors Development Act, Neb. Rev. Stat. §81-1245 through §81-1263, et. seq. (as amended from time to time) provides, as outlined in this application)</p> <p>Signature: _____ Date: _____</p>			

For each grant application, you must include this completed cover sheet, a project description, a budget page, letter of support, contractor bids, and PROOF OF NONPROFIT STATUS.

Return to:

Cuming County Visitor's Bureau
PO Box 17
West Point, NE 68788
(402) 372-6001

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How will this project increase visitation or encourage visitors to stay longer in Cuming County?

What other agencies or groups are co-sponsoring the project?

How will this improvement benefit Cuming County?

If this project is not awarded the entire requested amount, will you continue with the project?

A project budget and proof of nonprofit status or public ownership must be attached.

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Budget Worksheet
(Include Contractor bids if applicable)

Activity	Grant Amount Requested	Match (Cash)	Match (In-Kind)	Source & Brief Description of Match	Total Funds to be Spent of this Grant Project Per Activity
Example: Construction of ABC	20,000	5,000	5,000	Organization, budget, volunteer labor	30,000
Totals					

(Total of the first three columns must equal the fifth column)

CUMING COUNTY VISITOR'S BUREAU IMPROVEMENT GRANT

Improvement Grant Agreement
Cuming County Visitor's Bureau

In consideration of a grant of \$_____ for _____
from the Cuming County Visitor's Bureau, _____, the undersigned Grantee, agrees:

- _____ 1. To use the grant funds only for the purpose expressed in the approved Improvement Grant application.
- _____ 2. That this is a 50/50 matching grant up to the approved amount. Grantee provides at least 50% of the project funds which can be half in-kind and half cash.
- _____ 3. To maintain records of expenditures and receipts.
- _____ 4. To periodically update the Cuming County Visitor's Bureau on the progress of the project including time line and projected date of completion.
- _____ 5. To complete the funded project within 18 months of executing this agreement unless written authorization of deadline extension is received from the Cuming County Visitor's Bureau. For projects not completed within 18 month, without written authorization of extension, the grant will immediately be terminated and funds will not be distributed.
- _____ 6. To credit the Cuming County Visitor's Bureau as a sponsor of this project. For multi-year improvement projects, temporary signage acknowledging the support of the Cuming County Visitor's Bureau will be placed in a prominent location. At the conclusion of projects funded through the Improvement Fund, acknowledgment of support by the Cuming County Visitor's Bureau will be made through appropriate placement of a permanent plaque or sign stating such.
- _____ 7. To present a final report with a full accounting on the manner in which the funds are spent. Copies of all paid receipts will be provided to the Cuming County Visitor's Bureau within 30 days of the conclusion of the project. Failure to submit paid receipts will result in a potential loss by Grantee of funds.
- _____ 8. The individual signing the Improvement Grant Agreement hereby represents that he or she is duly authorized to exercise such Agreement in the capacity in which he or she is executing the same.

Organization Name, Grantee: _____

By: _____ Title: _____

Date: _____ Approved by CCVB Manager: _____

CUMING COUNTY VISITORS BUREAU IMPROVEMENT GRANT REPORT

1. Description	
Name of Project:	Date:
Organization:	
Contact Name:	Phone:
Organization Address:	Email:
	Date of the project completed:
Explain how the Improvement grant helped the project meet its goals:	
Describe any obstacles encountered during this project:	
Demographics of those who will visit project (hometown, interests, reason for visiting)?	
How will this completed project be promoted?	

For Official Use Only

Date of report received:
By:
Acknowledge of CCVB funding: