

# Cass County Tourism

## Capital Improvement Fund

*2018 Grant Guidelines & Intent to Apply*

**Adventure right here!**



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# Cass County Tourism - Capital Improvement Fund 2018 Grant Guidelines

## OVERVIEW:

The purpose of this grant is to provide funding to improve Cass County's attractions that are owned by the public or any nonprofit organization to attract additional visitors to Cass County. The funds available through this grant are provided from the Visitors Improvement Fund lodging tax, and are for capital improvements to existing attractions or recreational facilities only, as the Nebraska Visitors Development Act, Neb. Rev. Stat. 81-1245 through 81-1263, et seq. provides. Granted monies shall be used for a new structure, preservation of an existing structure or new equipment built or installed to permanently add or enhance value and/or capacity to the site.

## CRITERIA FOR ASSISTANCE:

- Public organizations with nonprofit status as determined by State or Federal Agency. Proof of current nonprofit status must accompany application or will be ineligible for grant consideration.
- The project must expand, improve or add to an existing or create a new attraction that is open to the public and is of educational, cultural, historical, artistic, and/or recreational significance.
- The project must promote tourism and generate visibility for Cass County.
- Project completion date: October 15, 2019 (18 months of grant award date). Only written request for extension will be considered by the Cass County Tourism Committee prior to 18 month deadline.
- Grant requires a 50% match with up to 25% total of in-kind receipted donated materials and documented in-kind/volunteer labor, valued at \$10.00 per hour (*Source: Bureau of Labor Statistics*).
- **Permanent recognition of Cass County Tourism – [www.visitcasscounty.com](http://www.visitcasscounty.com) must appear permanently in a prominent position at the project site.**
- It is the sole responsibility of the Grantee to obtain all necessary local and state permits.
- A report including updated project narrative and actual expenses must be submitted to the Cass County Tourism Committee no later than 60 days after project completion.
- Grant payment will be made based upon documentation of actual expenditures.

## EXCLUSIONS:

- General operating expenses
- For additional or current personnel salaries
- For supplies and equipment
- For general maintenance or replacement of an existing structural component in an existing facility
- For items not included in the approved grant application
- In any manner that would violate the Nebraska Visitor Development Act, NEB. REC. STAT. 81-1245 through 81-1263, et seq. All grants are discretionary, based upon available funds, other anticipated uses and appropriateness and anticipated effectiveness of proposed use.

## INTENT TO APPLY REQUIREMENTS:

- Intent to Apply form must be submitted no later than January 31, 2018 by:
    - Electronically:* [director@visitcasscounty.com](mailto:director@visitcasscounty.com)
    - Standard Mail:* Cass County Tourism, 316 Chicago Avenue, Suite #2, Plattsmouth, NE 68048
- Proof of delivery receipt recommended

## GRANT APPLICATION REQUIREMENTS:

- Applications must be submitted no later than March 31, 2018 by:
    - Electronically:* [director@visitcasscounty.com](mailto:director@visitcasscounty.com)
    - Standard Mail:* Cass County Tourism, 316 Chicago Avenue, Suite #2, Plattsmouth, NE 68048
- Proof of delivery receipt recommended

## **REVIEW PROCESS:**

- The Cass County Tourism Committee will review grants and make recommendations for expenditures to the Cass County Board of Commissioners.
- Grants are discretionary and based upon the availability of funds.
- The Committee reserves the right to grant all or part of the applicant request.
- Minimum grant amount is \$500.00; maximum is 50% of the annual proceeds to the capital improvement fund.
- **Grant award notifications will be mailed no later than April 15, 2018.**

## **KEY DEADLINE DATES**

**January 31, 2018:** Intent to Apply forms due

**March 31, 2018:** Grant applications due

**April 15, 2018:** Grant award notifications released

**Oct. 15, 2019:** Deadline for project completion

## **REQUIREMENTS FOR REIMBURSEMENT**

- 1) Return site visit must be made
- 2) Cover letter with itemized list of expenses and proof of payment.
- 3) Permanent Signage must include:
  - “Funded in part by Cass County Tourism – [www.visitcasscounty.com](http://www.visitcasscounty.com)”

## **ADDITIONAL INFORMATION:**

- **No exceptions will be made from guidelines stated above.**
- For more information please contact the Cass County Tourism Office Director, [director@visitcasscounty.com](mailto:director@visitcasscounty.com) or 402-296-5999.

## Cass County Tourism - Capital Improvement Fund 2018 Grant – Intent to Apply

Project Name	
Organization Name	
Contact Person	
Address	
City/State/Zip	
Telephone	
Email	
Project Description	
Amount Requested	
Total Project Cost	
Project Start Date	
Project Completion Date	
Will this grant be used to match other grants? Please list.	

### For Office Use Only

Intent Approved	Yes	No
Applicant Notified	Yes	No
Walk Through Scheduled	Yes	No