

Cass County Tourism – Capital Improvement Fund

2023 GRANT GUIDELINES

OVERVIEW:

The purpose of this grant is to provide funding to improve Cass County's attractions that are owned by 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 and 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, 2024 is the final date that a project can be scheduled for a completion.
- **Extensions:** Only written request for extension will be considered by the Cass County Tourism Committee **prior** to project completion date. Provide full detail as to why you request extension.
- *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).*
- **Recognition in perpetuity of Cass County Tourism – www.visitcasscounty.com must appear 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 **no later than 30 days after project completion indicated on application and signed agreement.**
- Grant payment will be based upon documentation of actual expenditures.
- Preference is given to new construction projects and historical preservation. Cosmetic and necessary repairs to non-historical buildings will be considered depending upon the availability of funds.

EXCLUSIONS:

- General operating expenses
- For additional or current personal 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 not conform to the Nebraska Visitors Development Act, Neb. Rev. 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.

GRANT APPLICATION REQUIREMENTS:

Applications must be submitted no later than **March 31, 2023** by:

Electronically: director@visitcasscounty.com - if possible, please send in single file.

In Person: Call 402-296-5999 to set up a time to submit, **NO DROP-OFFS - NO STAPLES**

Standard Mail: Cass County Tourism, P.O. Box 521, Plattsmouth, NE 68048 **NO STAPLES** - Proof of delivery 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 sent out no later than April 15, 2023**

KEY DEADLINE DATES

January 31, 2023: Intent to Apply forms due

March 31, 2023: Grant Applications due

April 15, 2023: Grant award notifications released

Project Completion: Date indicated on application not to exceed **October 15, 2024**

Submit Reimbursement Request: 30 days after Project Completion Date indicated on application/agreement not to exceed **November 15, 2024**

REQUIREMENTS FOR REIMBURSEMENT

1. Completion of project is on schedule.
2. Post-Project site visit must be made by Tourism Committee Member at project completion.
3. Cover letter with itemized list of expenses and sponsor(s) funding project with amounts.
4. Receipts with proof of payment. **No handwritten receipts will be accepted.**
5. All document and photos need to be clean and readable.
6. No Staples if submitted by mail or in person.
7. Photos of completed project.
8. Permanent signage must include:
"Funded in part by Cass County Tourism – www.visitcasscounty.com
9. **If more time is needed to complete project, an Extension Letter must be sent prior to completion date for Committee to review and decide approval.**

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 or 402-296-5999

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2023 INTENT TO APPLY

Project Name			
Organization Name			
Address (location for correspondence)			
City/State/Zip			
Telephone			
Email:			
Contact Person			
Contact Telephone		Contact Cellphone	
Project Description			
Amount Requested			
Total Project Cost			
Project Start Date			
Project Completion Date			
Will this grant be used to match other grants? <i>Please list all funding.</i>			

For Office Use Only

Intent Approved	Yes	No
Organization Name	Yes	No
Contact Person	Yes	No