

# Cass County Tourism – Capital Improvement Fund

## 2025 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: No later than October 15, 2026**
- **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](http://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 November 15, 2026. Extensions to this date need to be made prior to this deadline.**
- 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:

Intent applications must be submitted no later than January 31, 2025 by:

**Electronically:** [director@visitcasscounty.com](mailto: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**

## **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 30, 2024**

## **KEY DEADLINE DATES**

**January 31, 2025:** Intent to Apply forms due

**March 31, 2025:** Grant Applications due

**May 30, 2025:** Grant award notifications released

**Project Completion:** Date indicated on application not to exceed **October 15, 2026**

**Submit Reimbursement Request:**-not to exceed **November 15, 2026**

## **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. All documentation must be in a single PDF File.
4. Cover letter with itemized list of paid expenses and sponsor(s) funding project with amounts.
5. Corresponding receipts with proof of payment. **No handwritten receipts will be accepted.**
  - a. Indicate on invoice how it was paid- Check#, ACH, Credit Card (last 4 digits)
6. All document and photos of completed project need to be clean and readable.
7. Single document submitted electronically.
8. If hard copies are submitted there must be **NO STAPLES** – please call ahead to schedule.
9. Permanent signage must include:  
“Funded in part by Cass County Tourism – [www.visitcasscounty.com](http://www.visitcasscounty.com)”
10. Proof of non-profit status is required to apply but not for reimbursement.
11. If more time is needed to complete project, an Extension Letter must be sent **PRIOR** to final reimbursement date for Committee to review and decide approval.

## **INTENT SUBMISSION INFORMATION:**

### **In a single PDF file include:**

- Cover Letter
- Intent form information ONLY (guidelines are for your reference)
- Information must be typed (handwritten intent forms will not be accepted)

## **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

## 2025 INTENT TO APPLY

<b>Project Name</b>			
<b>Organization Name</b>			
<b>Are you Non-Profit?</b>	<b>Yes or No</b>	<b>Can you provide documentation?</b>	<b>Yes or No</b>
<b>Address</b> (location for correspondence)			
<b>City/State/Zip</b>			
<b>Telephone</b>			
<b>Email:</b>			
<b>Contact Person</b>			
<b>Contact Telephone</b>		<b>Contact Cellphone</b>	
<b>Project Description</b>			
<b>Amount Requested</b>			
<b>Total Project Cost</b>			
<b>Project Start Date</b>			
<b>Project Completion Date</b>			
<b>Will this grant be used to match other grants?</b> <i>Please list all funding.</i>			

### For Office Use Only

<b>Intent Approved</b>	Yes	No
<b>Organization Name</b>	Yes	No
<b>Contact Person</b>	Yes	No