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This document sets forth guidelines, criteria and requirements for grant funding.

Cass County Tourism Capital Improvement Grant Program

Projects must commence the year applied,
and be completed by October 15, the following year.

The purpose of this grant is to provide funding to improve Cass County attractions that any nonprofit organization owns and to attract additional visitors to Cass County. The Visitors Improvement Fund lodging tax provides grant funds for capital improvements to existing attractions or recreational facilities only. As the Nebraska Visitors Development Act, Neb. Rev. Stat. 81-3701 through 81-3730, et seq. provides. Grant recipients must use the funds for a new structure, the preservation of an existing structure, or new equipment that they build or install to permanently add value to or increase the site's capacity.

This grant has a multi-step process. The first step is to submit an **Intent to Apply Form**. Next step, a committee will conduct a site-visit to review the project. Once the committee member approves the site visit, you will receive the final step, the full **Capital Improvement Grant Application** from the Director.

CRITERIA FOR ASSISTANCE:

- Public organizations with nonprofit status as determined by State or Federal Agency are eligible to apply.
- 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, the following year**

CRITERIA FOR ASSISTANCE: Continued…

- **Extensions**: The Cass County Tourism Committee will consider only written extension requests submitted before the 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 $15.00 per hour
- *An approved grant must be completed or withdrawn before another grant may be requested.*
- **Recognition in perpetuity of Cass County Tourism – 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.
- The project report must include an updated project narrative and actual expenses, and the applicant must submit it by **November 15, the following year.**
- **Applicants must request extensions before the reporting deadline.**
- Grant payment based upon approved documentation of actual expenditures.
- Preference given to new construction projects and historical preservation that promote lodging.
- Cosmetic and necessary repairs to non-historical buildings 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. 81-3701 through 81-3730, 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 by including:

- Cover letter
- Application form information with nonprofit identification.
- Detailed project budget
- Support letters and proof**.**
- Applications must be emailed preferably in a single PDF document to***:*** ***director@visitcasscounty.com***

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 May 30 of the grant year.**

KEY DEADLINE DATES

January 31: Intent to Apply forms due

March 31: Grant Applications due

May 30: Grant award notifications released

October 15, the following grant year: Project completion deadline

Reimbursement Request:-not to exceed **November 15, the following grant year**

REQUIREMENTS FOR REIMBURSEMENT

1. **Completion of project is on schedule.**

2. **Tourism Committee Member must make post-project site visit at project completion.**
3. **All documentation is preferred to 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 and date.
     - **i.** Check#, ACH - Bank Name, Credit Card (last 4 digits)

6. **All documents and photos of completed project need to be clean and readable.**

7. **Single document submitted electronically.**.

8. **Permanent (in perpetuity) signage must include:**
   "Funded in part by Cass County Tourism – VisitCassCounty.com

9. **Extension Letters must be sent PRIOR to final reimbursement date for Committee review.**

ADDITIONAL INFORMATION:

- The Cass County Tourism Committee will not make exceptions to the guidelines stated above**.**

- For more information please contact the Cass County Tourism Office at, director@visitcasscounty.com or 402-296-5999