

**HOLT COUNTY VISITORS COMMITTEE**  
**IMPROVEMENT FUND GRANT APPLICATION AND GUIDELINES**

125 South 4<sup>th</sup> Street | O'Neill, NE 68763 | Phone: 402-336-2355 | Fax: 402-336-4563

**PURPOSE OF FUNDS:**

The purpose of the Holt County Visitor's Committee Improvement Fund is to provide funding for the Improvement of existing or creation of new visitor attractions and facilities in Holt County. The funds available through this program are provided from the lodging tax revenue fund and are to be used for capital improvement to attractions or recreational facilities attracting visitors to Holt County, Nebraska, owned by the public or any nonprofit organization, as the 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 attractions and facilities owned by the public or any non-profit organization in the county, except that no proceeds shall be used to improve a facility in which pari-mutual wagering is conducted. Grant Funding can be used for multiple-year improvement projects. Projects with potential to increase the marketability of and draw to Holt County will be given priority consideration.

**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 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.

## **APPLICATION PROCESS**

### **APPLICATION**

Each grant application must include a copy of the completed cover sheet, project description, project timeline, project budget, contractor bids and PROOF OF NONPROFIT STATUS and one letter of support.

### **DEADLINES** (Due the first Thursday in January, April, July, and October)

The deadline for returning completed applications to the Holt County Visitor's Committee is the first Thursday of each quarter. NO EXCEPTIONS. Applicants will be notified of presentation date and time by mail after the complete application is received.

Upon approval or modification by the Holt County Commissioners, approved applicants will be notified by the Holt County Board of Commissioners and additional paperwork may be required.

Projects funded through the Improvement Fund must be completed within 18 months of the date of application approval, unless written authorization of deadline extension is received from Holt County Visitor's Committee. For projects not completed within the 18 month time frame without written authorization of extension, the grant will immediately be terminated and funds will not be distributed.

\*\*Multi-year projects must provide a progress report yearly in December.

### **PRESENTATION**

- Applicants must be present at the following month meeting at which their application is reviewed.
- Presentations cannot be longer than 20 minutes

### **CREDITING REQUIREMENT**

Upon project completion a permanent sign or plaque acknowledging the Holt County Visitor's Committee support shall be placed in a prominent location. For multi-year improvement projects, temporary signage acknowledging the support of the Holt County Visitor's Committee should be placed in a prominent location.

### **ANNOUNCEMENT OF AWARD**

Approved applicants will be notified by the Holt Visitor's Committee.

### **CONTRACT**

All award applicants (grantee) are subject to entering into a contract detailing each party's obligations with the Holt County Visitor's Committee. If the parties are unable to enter into a mutually agreeable contract, then the awarded grant will be disallowed.

## **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 Holt County Visitor's Committee 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 list of progress. The report will also include copies of all paid receipts for the grant money used. No money will be released until the final report of the end-of year progress report is presented and approved. No money will be released beyond those expenses documented by paid receipts. If the grantee does not have the funds necessary to pay invoices and wait for reimbursements, a copy of the invoice may be submitted with prior notification to the Holt County Visitor's Committee.

## **PAYMENT**

Upon receipt and acceptance of the final project report of the end-of-year progress report, the Holt County Visitor's Committee will request a check from the Holt County Clerk for annual payment of grant funds. This check will be sent by the secretary/treasurer of the Holt County Visitor's Committee to send directly to the grantee or vendor based on prior arrangements. The Holt County Visitor's Committee can only use proceeds from the Improvement Fund to fund any project herein and shall not obligate itself to use any money outside the Improvement Fund to fund any project herein. Furthermore the Holt County Visitor's Committee shall not give multi-year grants that obligate Holt County to amounts over and above amounts accruing in the Improvement Fund through the collection of 2% lodging tax.

## **REVIEW PROCESS**

Grants are discretionary, based upon available funds, other anticipated uses and appropriateness and anticipated effectiveness of the accepted project. Furthermore, said project must continue to comply with the Nebraska Visitors Development Act.

**HOLT COUNTY VISITOR'S COMMITTEE  
IMPROVEMENT FUND APPLICATION**

Name of Organization			
Contact Person		Title	
Address	City	State	Zip
Telephone	Fax	Email	
Project Name			
Amount Requested		Estimated Project Cost (Attach a detailed budget worksheet)	
Please provide a brief description of the project:			
Signature of applicant ( I signify that, if awarded, grant funds will only be used for 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)			
Signature: _____		Date: _____	

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:  
Holt County Visitor's Committee  
125 South 4<sup>th</sup> Street  
O'Neill, NE 68763

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

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

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How will this improvement benefit Holt County?

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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.**



## 2014 - 2015 Improvement Grant Agreement

In consideration of a grant of \$ \_\_\_\_\_ from the Holt County Visitor's Committee, the undersigned Grantee agrees:

To use the grant only for the purpose expressed in the Approved Improvement Grant Application:

1. Grantee agrees to maintain records of expenditures and receipts.
2. Grantee agrees to present a final report with a full accounting on the manner in which the funds are spent, and copies of all paid receipts will be provided to the Holt County Visitor's Committee within 30 days of the conclusion of the project. Failure to submit paid receipts will result in a potential loss by Grantee of funds.
3. Grantee agrees to periodically update the Holt County Visitor's Committee on the progress of the project including timeline and projected date of completion.
4. To credit the Holt County Visitor's Committee as a sponsor of this project. For multi-year improvement projects, temporary signage acknowledging the support of the Holt County Visitor's Committee will be placed in a prominent location. At the conclusion of projects funded through the Improvement Fund, acknowledgment of support by the Holt County Visitor's Committee will be made through appropriate placement of a permanent plaque or sign stating such.
5. The grant funds may not be used (for):
  - a. General operating expenses
  - b. Additional or current personnel salaries
  - c. Supplies and equipment
  - d. Items not included in the approved grant application
  - e. In any manner that would violate the Nebraska Development Act, Neb. Rev. Stat. §81-1245, et seq. (as amended from time to time). All grants are discretionary, based upon available funds, other anticipated uses, appropriateness and anticipated effectiveness of proposed use. Neb. Rev. Stat. §81-1245, et seq. (as amended from time to time).
6. Grantee agrees to complete the funded project within 18 months of executing this agreement unless written authorization of deadline extension is received from the Holt County Visitor's Committee. For projects not completed within 18 month time frame without written authorization of extension, the grant will immediately be terminated and funds will not be distributed.
7. The individual signing this 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 (title) \_\_\_\_\_: