

Dawes County Travel Board
GRANT FUNDING GUIDELINES

PO Box 746 | Chadron, NE 69337 *Revised July 2018



Please read these directions in their entirety and complete the application as thoroughly as possible.

OVERVIEW:

The purpose of the Dawes County Grant Program is to provide funding that improves/creates and promotes visitor attractions to Dawes County. The funds are available on a grant basis and provided from lodging tax revenue funds. Lodging tax funds are collected based on Nebraska Visitors Development Act Statute 81-3701 through 81-3724. These funds are for promotion, capital improvements to attractions or recreational facilities to attract visitors to and within Dawes County that are owned by the public or any nonprofit organization.

Grant funding is available in two different categories:

1. **Improvement Fund:** Used for expanding and improving facilities at any existing visitor attraction, acquiring or expanding exhibits at existing visitor attractions, constructing, expanding, or improving visitor attractions. Improvement grant requests are available in two categories: Minor Grants under \$5,000 and Major Grants of \$5,000 and over.
2. **Promotion Fund:** Used generally to promote, encourage, and attract visitors to Dawes County and use the travel and tourism facilities within the county.

This is a reimbursement grant program. Funds will be available after event completion or project is substantially completed (as determined by the DCTB). Copies of paid receipts, advertisements, mailings and completed final project report must be submitted to the Northwest Nebraska Tourism Director, Kristina Reeves. Chadron Visitors Center, P.O. Box 746, Chadron, NE 69337 or hand delivered to 706 W. 3rd St., Chadron, NE 69337.

This grant is valid for one year from date of approval. An extension may be requested and may be approved on a case-by-case basis.

CRITERIA FOR ASSISTANCE:

Both Grants

1. Grants are available only to public or non-profit organizations. Proof of non-profit status may be requested.
2. The grant candidate is responsible for obtaining any required local and state licenses and permits.
3. A **complete project budget** must be included in the grant application along with contractor bids, if necessary, as determined by the Travel Board.
4. Grants are discretionary, based on available funds, anticipated uses, appropriateness, and

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anticipated effectiveness of proposed use. Higher consideration may be given to new events or projects over repeat projects.

5. If lodging information is sent out, all lodging facilities in Dawes County must be listed. A complete listing of lodging facilities is available at the Chadron Visitors Center or www.discovernwnebraska.com/lodging.
6. Final project report must be submitted to the Northwest Nebraska Tourism Director no later than 30 days after the event or completion of the project. The report form must be thoroughly complete and should outline if project objectives were met. If objectives were not met, explain the circumstances. The report will also include copies of all paid receipts. No money will be released until the final report or the annual progress report is presented and approved. No money will be released beyond those expenses documented by **paid receipts**.

Promotion Grants

1. Promotion grants applications with the intent of promoting an event, must be submitted at least **two months prior** to the date of the event.
2. All print material, radio advertising, websites, posters, and other forms of advertisements must use the credit line, "Produced in part by a grant from the Dawes County Travel Board." Failure to comply with this guideline will result in partial or complete withdrawal of funding. Design concepts will be included with application for printed material or posters.
3. Promotion grants should focus on bringing people into the Dawes County area for multiple days. Higher consideration will be given to grants that use innovative outreach and advertising to accomplish that goal.

Improvement Grants

1. For improvement grants over \$5,000, a permanent acknowledgement will be placed somewhere within the facility recognizing the **Dawes County Travel Board** for assisting with the project.
2. Multi-year projects must provide an annual progress report to the Dawes County Travel Board.
3. Improvement grant funding may be used as leverage to apply for larger grants and does qualify as the matching portion.

*****See attached chart for application guidelines and deadlines.**

REVIEW PROCESS:

The Dawes County Travel Board will review promotion grant applications at its monthly meeting, generally held the first Tuesday of each month. Improvement grants are reviewed during the July, October, January and April Travel Board meetings. Applicants (or a representative of the organization) are encouraged to attend the meeting and will be allotted time for their presentation. Applicants may be asked to provide the committee additional information in order to approve the grant request.

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NOTE: Incomplete applications will not be considered for review by Dawes County Travel Board.

Grant candidates must complete the application found at www.discovernwnebraska.com/dawes-county-grants/ and may attach letters of support from entities that will benefit from the event or project.

Once approved by the Travel Board, all grant applications must receive final approval from the Dawes County Board of Commissioners, typically at the meeting the week following the Travel Board's meeting.

PAYMENT

Upon receipt and acceptance of the final project report or the annual progress report, the Dawes County Travel Board will request a check from the Dawes County Clerk for the payment of grant funds. This check will be sent by the Clerk directly to the grantee or vendor based on the address used in the grant application.

DAWES COUNTY TRAVEL BOARD MISSION STATEMENT

The Dawes County Travel Board promotes Northwest Nebraska and seeks to improve visitor experiences while advising the Board of Commissioners in the administration of proceeds from tax revenue provided by the Nebraska Visitors Development Act.

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Application forms are available at www.discovernwnebraska.com/dawes-county-grants/

	Suggested Use of Funds	Exclusions	Matching Funds	Application Deadline
Promotion Fund	<ul style="list-style-type: none"> -Event Advertising -Brochure & Website Creation -Brochure Rack & Display -Expenses related to delivery of promotional material 	<ul style="list-style-type: none"> General Operating Expenses (including food, travel, lodging, office equipment, dues, etc.) -Additional or current personnel salaries -Used in any manner that would violate the Nebraska Visitors Development Act, NE Stat 81-3701 through 81-3724 (as amended) 	No percentage of match is required, but applicants are encouraged to have some investment in the marketing expenses.	<ul style="list-style-type: none"> *7 business days before scheduled monthly meeting (At least two months prior to event date.)
Minor Improvement Grant Requests (under \$5,000)	<ul style="list-style-type: none"> -Signage -Expansion of existing facilities -New Construction of Visitor Attractions -Improvement of Existing Attractions -Acquiring exhibits at Visitor Attractions 	<ul style="list-style-type: none"> -General Operating Expenses (including food, travel, lodging, office equipment, dues, etc.) -Additional or current personnel salaries -Items not included in the grant request -Used in any manner that would violate the Nebraska Visitors Development Act, NE Stat 81-3701 through 81-3724 (as amended) 	The board would like to see some investment for improvement grant.	*7 business days before scheduled meetings in July, October, January and April
Major Improvement Grant Request (\$5,000 and up)	<ul style="list-style-type: none"> -Signage -Expansion of existing facilities -New Construction of Visitor Attractions -Improvement of Existing Attractions -Acquiring exhibits at Visitor Attractions 	<ul style="list-style-type: none"> -General Operating Expenses (including food, travel, lodging, office equipment, dues, etc.) -Additional or current personnel salaries -Items not included in the grant request -Used in any manner that would violate the Nebraska Visitors Development Act, NE Stat 81-3701 through 81-3724 (as amended) 	The board would like to see some investment for improvement grant.	*7 business days before scheduled meetings in July, October, January and April

*DCTB meetings are typically held on the first Tuesday of each month.