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

OVERVIEW:

The purpose of the Sioux County Grant Program is to provide funding that improves/creates and promotes visitor attractions to Sioux 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 Sioux 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 $499 and Major Grants of $500-1,000.

2. **Promotion Fund**: Used generally to promote, encourage, and attract visitors to Sioux County and use the travel and tourism facilities within the county. Promotion grant requests are available in two categories: Minor Grants under $499 and Major Grants of $500-1,000.

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 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 and camping facilities in Sioux County must be listed. A complete listing of lodging facilities is available at www.discovernwnebraska.com/lodging.
6. Final project report must be submitted to the Sioux County Travel Board within 60 days following 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.

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 (Deadlines: Jan. 1, April 1, Oct. 1)
2. All print material, TV commercials, radio advertising, websites, posters, and other forms of advertisements must use the credit line, "Produced in part by a grant from the Sioux 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 Sioux 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 $500, a permanent acknowledgement will be placed somewhere within the facility/project recognizing the **Sioux County Travel Board** for assisting with the project.
2. Multi-year projects must provide an annual progress report to the Sioux 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 Sioux County Travel Board will review promotion grant applications in January, April and October. Improvement grants are reviewed once a year in January. 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.

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

Grant candidates must complete the application found at https://discovernwnebraska.com/sioux-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 Sioux County Board of Commissioners, typically at the next meeting following the Travel Board's meeting.

PAYMENT

Following the event or project completion, the grantee must complete a grant report and submit it to the Sioux County Travel Board. The grant report can be completed online or downloaded at https://discovernwnebraska.com/sioux-county-grants/. Copies of receipts must be included with the report before any grant funds will be disbursed. Grant reports are due within 60 days of event or project completion.

Once the grant report has been received and reviewed, the Sioux County Travel Board will request a check from the Sioux County Clerk for the payment of grant funds. This check will be sent by the Clerk directly to the grantee or vendor based on prior arrangements.

Sioux County Travel Board

GRANT FUNDING GUIDELINES

Revised January 2024

Application forms are available at https://discovernwnebraska.com/sioux-county-grants/

	Suggested Use of Funds	Exclusions	Matching Funds	Application Deadline
Promotion Fund	-Event Advertising -Brochure & Website Creation -Brochure Rack & Display -Expenses related to delivery of promotional material	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)		January 1 April 1 October 1 (At least two months prior to event date.)
Minor Improvement Grant Requests (under $499)	-Signage -Expansion of existing facilities -New Construction of Visitor Attractions -Improvement of Existing Attractions -Acquiring exhibits at Visitor Attractions	-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)	Grant funds will not exceed 60% of total project.	January 1
Major Improvement Grant Request ($500-1,000)	-Signage -Expansion of existing facilities -New Construction of Visitor Attractions -Improvement of Existing Attractions -Acquiring exhibits at Visitor Attractions	-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)	Grant funds will not exceed 60% of total project.	January 1