



PHELPS COUNTY VISITORS COMMITTEE Improvement Grant Application

PURPOSE OF FUNDS

The purpose of the Phelps county Visitors Committee (PCVC) IMPROVEMENT FUND grant is to provide funding for expanding and improving facilities at any existing visitor attraction, acquiring or expanding exhibits for existing visitor attractions, constructing visitor attractions, or planning or developing such expansions, improvements, or construction. Grants shall be available for any visitor attraction in the county owned by the public or any nonprofit organization. A visitor attraction means a defined location open to the public, which location is of educational, cultural, historical, artistic, or recreational significance or provides entertainment or in which are exhibits, displays, or performances of educational, cultural, historic, artistic, or entertainment value.

GRANT AWARD GUIDELINES

- Grant applications will not exceed \$5,000.00 per application
- Each organization is limited to receiving Improvement Fund Grant money once a year.
- Applications will be considered all year round and will be presented at the monthly board meeting.
- All applicants will be notified within ten working days after the review of the application by the Phelps County Visitor Committee.

IMPROVEMENT GRANT APPLICATION

Date of application:

Organization applying for grant:

Federal Tax ID Number showing non-profit status:

Contact person:

Address:

Phone:

Email:

Total cost of the project: \$

Amount requested from PCVC, not to exceed \$5,000: \$

What is the applicant's contribution to the project: \$

List other sources of funding:

Amount requested: \$	Estimated attendance:
Of those attending, please estimate the number from out of town:	
Has your organization held this event before? YES NO (circle one)	
(If no, proceed to description)	
If yes, what was the attendance at the previous event?	
Write a brief summary of the project and how it will support tourism in Phelps County. How will this grant support your project?	
What is the timeline for the project?	
Authorized Signature _____	
The PCVC meets monthly. Please mail or email your application:	
Phelps County Visitors Committee P.O. Box 404 Holdrege, NE 68949	info@visitphelpscounty.com
<ul style="list-style-type: none"> • The PCVC Treasurer will notify you if your grant was approved after the monthly meeting, typically on the first Wednesday of each month. • If your grant is approved, your funds will be paid to you after the committee receives expense receipts along with a written report about your project. • Please submit the report on page 3 of this application along with your receipts to receive payment of approved grant funds. • Included in all printed material or press releases shall be the words “sponsored in part by a grant from the Phelps County Visitor Committee.” 	

Phelps County Visitor's Committee
Improvement Grant Reimbursement Form

This form must accompany your receipts for reimbursement.

Please write a summary of the success of your project:

Email pictures of your project to info@visitphelpscounty.com if possible.

- A check will be mailed to the contact person listed on the grant application when the reimbursement form is completed and received.
- Grants are discretionary, based upon available funds, other anticipated uses, appropriateness and anticipated effectiveness of proposed use all in compliance with the Nebraska revised Statute 81-1252
- A plaque will be provided by the Visitors Committee stating that the project was sponsored in part by the Phelps County Visitors Committee. It is the responsibility of the applying party to post the plaque on or near the project.
- The visitors committee would like a picture at the time the plaque is presented.

Costs to be reimbursed – PCVC pays half of advertising/promotion costs.
Example: You request \$5000 in project expenses, please submit receipts of at least \$10,000.

List Expenses Below (attach receipts & additional sheet as necessary)	Amount	50%
Totals:		
Revised 3/2/2015		