

WAYNE COUNTY CONVENTION & VISITORS BUREAU

Grant Guidelines

The Wayne County Convention & Visitors Bureau may provide financial assistance to organizations that submit a completed application, and follow up with supporting reimbursement documentation. These funds shall be used to promote, encourage, and attract visitors to come to the county and use the travel and tourism facilities within the county.

All those interested in receiving grant money from the Wayne County Convention & Visitors Bureau must adhere to the following guidelines:

- Grant applications **must** be submitted **before** the event. The Visitors Bureau meets **quarterly**, so it is recommended that you submit your grant request at least 90 days before the event.
 - For **Jan/Feb/Mar** Events - application **MUST** be submitted before **December 31st**.
 - For **Apr/May/June** Events - application **MUST** be submitted before **March 31st**.
 - For **July/Aug/Sept** Events - application **MUST** be submitted before **June 30th**.
 - For **Oct/Nov/Dec** Events - application **MUST** be submitted before **September 30th**.
- Except for the City of Wakefield, events must be conducted in Wayne County. Events held on the Dixon County side of the City of Wakefield are eligible for a partial grant.
- The money requested for an event may not be used for:
 - Purchase or rental of equipment
 - Telephone expenses or postage
 - **Food**
 - Salaries or administrative costs
 - **Any item not included in the grant application**
- “Event funded in part by a grant from the Wayne County Convention & Visitors Bureau” must be used on all printed material, radio ads, TV commercials, and any other form of advertisements/marketing used for the event. A copy of our logo will be provided.
- If the event is sponsored by a for-profit organization a receipt proving that 10% of the net proceeds were donated to the host community must be included with the reimbursement request.
- To receive the grant funds, recipients must submit documentation such as a copy of the bill or canceled checks to the Wayne County Clerk’s office. Attach a copy of your advertising showing the use of the logo. You are responsible for submitting supporting documentation **within 60 days** from the date of the event, or future contributions will be reduced.
- Grant recipients need to reapply if the grant is not used **within six months** of the approval date.
- Questions may be directed to Georgia Janssen, Secretary of the Wayne County Convention Visitors Bureau at 402-585-4531 with any questions.

All requests will be considered according to available funding.

- ❑ Single no marketing event: Up to \$500
- ❑ Potential marketing events (1st-time events): Up to \$750
- ❑ Minor marketing events (Events with a minimum duration of a ½ day): Up to \$2000
- ❑ Major marketing events (Events with at least one night’s stay: Up to \$3000

**The Wayne County Convention & Visitors Bureau is funded by the
Wayne County Visitors Promotion Fund**

WAYNE COUNTY CONVENTION & VISITORS BUREAU
GRANT APPLICATION – Submit 90 days before the event

App No. _____

Paid _____

Date _____

Date of request _____ Date received in Office _____

- For **Jan/Feb/Mar** Events - application MUST be submitted before **December 31st**.
- For **Apr/May/June** Events - application MUST be submitted before **March 31st**.
- For **July/Aug/Sept** Events - application MUST be submitted before **June 30th**.
- For **Oct/Nov/Dec** Events - application MUST be submitted before **September 30th**.

Contact Information:

Contact name _____

Address _____ City _____ Zip _____

Daytime phone _____ E-mail Address _____

Event Information:

Name of sponsoring organization _____

Is this organization non-profit? Yes _____ No _____

Name of event _____

Location of event _____

Date and time of event _____

Amount of grant money requested _____ Amount approved _____

How will the grant money be used _____

Anticipated attendance _____ Anticipated hotel/motel rooms to be used _____

Is this a first-time event? Yes _____ No _____

What sort of local support has this event had in the past _____

The reimbursement check should be made payable to _____

Address for reimbursement check: _____

Submit this grant application to:

Wayne County Clerk
510 N Pearl St, Ste 5
Wayne, NE 68787
clerk@waynecountyne.gov
Fax 402-375-4137