



Phelps County Visitors Committee

Improvement Grant Application

The Phelps county Visitors Committee (PCVC) IMPROVEMENT FUND grant provides 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 are 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 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. No funds may be used to improve a facility that provides parimutuel wagering.

The funds available for this program are provided from lodging tax revenue and are to be used for capital improvements and attractions that bring visitors to Phelps County, Nebraska. Exclusions: Grants funds cannot be used for general operating expenses, salaries, general maintenance and supplies or in any manner that would violate the Nebraska Visitor Development Act.

Grant Award Guidelines

- Maximum grant awarded is \$7,500
- Improvement grants are 50/50 matching grants. Example, to receive \$7,500, paid invoices of at least \$15,000 must be submitted.
- Applicants may be asked to present their grant request in person at the PCVC meeting.
- Grants are only awarded to qualified non-profit organizations or attractions owned by the public.
- Applications will be considered twice each year. Deadlines are Jan. 1 and July 1.

Application Checklist

- Application (on next page)
- Budget worksheet (attach your budget)
- Contractor bids (if applicable)
- Proof of non-profit status

Return application to:

**Mail: Phelps County Visitors Committee,
PO Box 404, Holdrege, NE 68949**

Email: info@visit37.com

**In person: Holdrege Area Chamber of Commerce,
504 4th Ave., Holdrege**

Grant Approval & Report

A PCVC Committee representative will notify you if your grant was approved after the monthly meetings in January or July.

If approved, funds will be awarded after the project is completed. To receive grant funds, return the reimbursement form on page 4 along with proof of paid receipts and a photo of the completed project. Projects not completed within 18 months of grant approval can receive a one-year extension if communicated to PCVC committee. Projects not completed within the 18 months plus 12 month extension will need to reapply.

If possible, please recognize PCVC as a donor for your attraction/improvement.



Phelps County Visitors Committee

Improvement Grant Application

Date of application	Federal Tax ID
Contact Person	Phone
Email	Address
Project Name/Location	
Event/Organization Website and/or Facebook page	
Total Project Cost	
Grant Amount Requested (not to exceed \$7,500)	
What is the applicant's contribution to the project: \$	
What is the timeline for the project?	
List other sources of funding or partners.	
Write a brief summary of the project and how it will support tourism in Phelps County.	
How will this project increase visitors or encourage visitors to stay longer in Phelps County?	
Who is the target market for this project?	
What marketing activities do you plan to employ to reach your target market to get them to your attraction/visitor service?	

Do you plan to submit future applications for Improvement Funds for this project? If yes, please explain what other parts of the project need to be funded and the projected timeline.

Signature of Applicant

Date

Phelps County Visitors Committee

Improvement Grant Reimbursement Form (To be submitted after project is complete)

- Please return this completed form with proof of payment (may include copy of check along with invoice or a receipt showing your payment was made) and a photo of the completed project to receive reimbursement.
- Grants are awarded through the Phelps County Board of Commissioners. They approve claims on the second Tuesday of the month, and checks can be expected about a week after that.
- PCVC pays up to half of improvement costs up to \$7,500. If you request \$7,500, please submit copies of paid invoices of at least \$15,000.
- Grants will only be awarded based on amount approved by the PCVC. If you need additional funds, you must reapply.

Return to: **Phelps County Visitors Committee, PO Box 404, Holdrege, NE 68949**

Or email to info@visit37.com

In person to Holdrege Area Chamber of Commerce, 504 4th Ave., Holdrege

Today's Date	Project Name
Contact Person	Phone
Email	Address
Grant Amount Approved	Project Completion Date

List expenses below (attach receipts & additional sheet if necessary)	Amount	50%