

WAYNE COUNTY CONVENTION & VISITORS BUREAU

Grant Application Guidelines

The Wayne County Convention & Visitors Bureau may provide financial assistance for the development of travel and tourism to organizations that submit a completed application. 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 Wayne County Convention & Visitors Bureau must adhere to the following guidelines:

- The event must be conducted in Wayne County
- The event must bring visitors from at least 30 miles away with overnight dollars being spent in Wayne County.
- Money requested for an event may not be used for:
 1. Purchase or rental of equipment
 2. Telephone expenses or postage
 3. Salaries or administrative costs
 4. Any item not included in the grant application
- Grant applications must be submitted **at least 90 days prior** to the event. The funding request will be reviewed based on the cost estimates submitted.
- All grant recipients must use “Event funded in part by a grant from the Wayne County Convention & Visitors Bureau” on all printed material, radio ads, TV commercials, and any other form of advertisements.
- **Within three months** of the event grant recipients must submit documentation such as a copy of the bill or cancelled checks to **Wayne County Clerk, 510 N Pearl St, Ste 5, Wayne, NE 68787**
- 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.
- You will be reimbursed 3-4 weeks after final documentation has been received.
- Grant recipients need to reapply if the grant is not used **within six months** of the approval date.
- Please call Georgia Janssen, Secretary of the Wayne County Convention Visitors Bureau at 402-585-4531 with any questions.

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

- ❑ Single no marketing event: \$250
- ❑ Potential marketing situations: \$500 (1st time events, etc.)
- ❑ Minor marketing events: \$750 (Events with a minimum duration of ½ day -- Tractor pulls, Elderfest, Light up the Sky, etc.)
- ❑ Major marketing events: \$1500 (Events with a duration of more than a night stay – Rugby Tournament, Wayne County Fair, Henoween, Chicken Days, softball tournaments, etc.)

WAYNE COUNTY CONVENTION & VISITORS BUREAU
GRANT APPLICATION (*Submit request at least 90 days prior to the event*)

Date of request _____ Contact name _____

Daytime phone _____ E-mail Address _____

Address _____ City _____ Zip _____

Name of sponsoring organization _____

Is this organization non-profit? Yes _____ No _____

Event Information:

Name of event _____

Date and time of event _____

Amount of grant money requested _____

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 _____

Submit this grant application to: Wayne County Clerk
510 N Pearl St, Ste 5
Wayne, NE 68787
Deb.Finn@wayne.nacone.org

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