

# 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 31<sup>st</sup>**.
  - For **Apr/May/June** Events - application **MUST** be submitted before **March 31<sup>st</sup>**.
  - For **July/Aug/Sept** Events - application **MUST** be submitted before **June 30<sup>th</sup>**.
  - For **Oct/Nov/Dec** Events - application **MUST** be submitted before **September 30<sup>th</sup>**.
- 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 Dave Woslager, Secretary of the Wayne County Convention Visitors Bureau at 402-375-2696 with any questions.

---

**All requests will be considered according to available funding.**

- ❑ Single no marketing event: Up to \$750
- ❑ Potential marketing events (1<sup>st</sup>-time events): Up to \$1000
- ❑ Minor marketing events (Events with a minimum duration of a ½ day): Up to \$3000
- ❑ Major marketing events (Events with at least one night’s stay: Up to \$4000

**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 31<sup>st</sup>**.
- For **Apr/May/June** Events - application MUST be submitted before **March 31<sup>st</sup>**.
- For **July/Aug/Sept** Events - application MUST be submitted before **June 30<sup>th</sup>**.
- For **Oct/Nov/Dec** Events - application MUST be submitted before **September 30<sup>th</sup>**.

**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](mailto:clerk@waynecountyne.gov)  
Fax 402-375-4137