



SPORTS INCENTIVE FUND **2017-2018 Grant Guidelines and Application**

PURPOSE OF FUNDS – SPORTS INCENTIVE

The purpose of North Platte/Lincoln County Visitors Bureau SPORT INCENTIVE grant is to provide funding that supports the sustainability, hosting capacity and expansion of local tournaments and events which increase tourism revenues and community quality of life. The ultimate goal is to identify, pursue and foster a positive economic impact for North Platte and Lincoln County as a destination for Sport tourism and to benefit the local economies of the communities within Lincoln County.

The funding is specifically designed to support organizations that host Sports Tournaments; Bid and attract State, Regional and National tournaments, and assist in the Growth of Local Tournaments. The Sporting Event must demonstrate economic benefits for the host community, widespread community support, engagement and inclusiveness.

The funds available through this program are provided in part by North Platte Area Sports Commission Sponsors, and the lodging tax revenue fund and are to be used for the sole purpose of attracting visitors to and within Lincoln County Nebraska, as the state statute §81-3701 through 81-3724 provides.

USE OF FUNDS

SPORT INCENTIVE grants shall be used generally to offset qualified expenses and support the sustainability, hosting capacity and expansion of local events within Lincoln County.

Examples include:

- **Event bid fees**
- **Facility rental fees**
- **Umpire/Referee Costs**
- **Lodging and Mileage for Officials**
- **Trophies or plaques presented to winning contestants**
- **Event Programs and mailings**

QUALIFIED ORGANIZATIONS

Grant applicants can be either for-profit or non-profit event organizers.

EXCLUSIONS

- Ineligible events include fundraisers, political events, and any events not open to the public.
- No part of the grant funds may be used for general operating expenses, for additional or current personnel salaries or in any manner that would violate the Nebraska Development Act, Neb. Rev. Stat. §81-3701 through 81-3724, et seq. (as amended from time to time). All grants are discretionary, based upon available funds, other anticipated uses, appropriateness and anticipated effectiveness of proposed use.
- The event organizer will obtain all necessary local and state permits.

APPLICATION PROCESS

All applications should demonstrate how the event meets the following criteria.

The event:

- Offers high tourism value, resulting in attracting visitor expenditures at your event and other economic benefits that exceed the contribution of the North Platte Area Sports Commission;
- Engages the local community/communities and results in an increase in the volume of visitors;
- Aligns with the tourism marketing strategies of the North Platte Area Sports Commission
- Is supported by the local community(ies).

You may include additional documents to strengthen your application. These may include letters of support, economic impact information or photos, etc.

DEADLINES

- **Application must be submitted to the North Platte Area Sports Commission no later than eight weeks prior to the beginning of the event or project.**
- **Applications must be submitted to the NPASC office no later than the first business day of the month in which the Committee will consider the application.**
- **Applications failing to meet the monthly deadline will be placed on the following months' agenda. If this results in missing the eight week deadline, THE APPLICATION WILL NOT BE CONSIDERED.**

PRESENTATION

- Applicants must be present at the Advisory Committee meeting at which their application is reviewed, unless previously discussed. Meetings are held on the 4th Wednesday of the Month at 8:30 AM, unless otherwise rescheduled.

CREDITING REQUIREMENTS

Included on all printed material, or advertising media shall be the words "sponsored in part by a grant from the North Platte Area Sports Commission". Please request current logos, phone and web information.

ANNOUNCEMENT OF AWARD

All applicants will be notified in writing within ten working days after the review of the application by the North Platte/Lincoln County Visitors Bureau Advisory Committee with the decision as to their application.

REPORTING, ACCOUNTING AND PAYMENT PROCEDURES

REPORTING

- Thirty days after the grant activities are completed a report will be submitted to the Sports Commission giving final results, along with receipts, paid in full, for the activities covered by the grant award and any required match. The report must outline if the objectives of the event were met, if not, what were the circumstances that lead to the deficiency. The report form which must be completed will be included with the Grant Agreement contract. No money will be released until the form is turned into the North Platte/Lincoln County Visitors Bureau office.
- **Final reports MUST include paid invoices and copies of proof of payment. Proof of payment may be copies of canceled checks, credit card receipts or copies of bank statements with confidential information redacted. Payment will NOT be made for unpaid invoices or invoices without proof of payment.**

ACCOUNTING

- GRANTEES ARE REQUIRED TO maintain receipts of expenditures of grant funds for auditing purposes for a period of three years following the event, and to make these records available to the Advisory Committee upon request.

PAYMENT

- Upon receipt of the final event report, the North Platte Area Sports Commission will request a check from the Lincoln County Clerk for the grant funds. If the funds are needed prior to the event, please notify the Sports Commission immediately. This check will be sent by the Clerk directly to the grantee. **If proper paperwork is not submitted after the event you will be placed on a POST EVENT Pay schedule.**

REVIEW PROCESS:

- 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 §81-3701 through 81-3724.

APPLICATION

Name of Organization			
Contact Person		Title	
Address	City	State	Zip
Telephone	FAX	E-mail	
Name of Event		Date of Event	
Please Provide a brief description of the project.			
Projected Lodging Numbers		Projected Attendance Numbers	
Signature of applicant (I signify that, if awarded, grant funds will only be used for advertising and promotion of this event, in accordance with provisions of the Nebraska Visitors Development Act.)			Date

For each grant application you must include this completed cover sheet, a project description no more than one page, a budget page and letters of support.

Return to:

North Platte Area Sports Commission, 101 Halligan Drive, North Platte, NE 69101.

For more information call (308) 532-4729.

How will this event benefit Lincoln County?

What other agencies or groups are co-sponsoring the project?

Are you applying to other organizations for grant funds for these activities? If so, please name the organizations and indicate the amount you are applying for.

Who is the target market for this event or project?

Please list the hotels that will be utilized for overnight lodging, and indicate the room nights expected for each property. Of these rooms, how many are provided complimentary by the property?

**2017-2018 INCENTIVE GRANT AGREEMENT
NORTH PLATTE/LINCOLN COUNTY VISITORS BUREAU**

In consideration of a grant of \$_____ from the North Platte/Lincoln County Visitors Bureau, the undersigned **Grantee** _____ agrees:

To use the grant only for the purpose expressed in the Approved Promotion/Incentive Grant Application:

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- _____ 1. To use the grant only for the following purpose: To promote, encourage, and attract visitors to come to Lincoln County and use the travel and tourism facilities within the county, or to offset expenses incurred in creating quality events that attract visitors to come to Lincoln County and use the travel and tourism facilities within the county.
 - _____ 2. To submit to the North Platte/Lincoln County Visitors Bureau a final evaluation report within 30 days after the end of the event.
 - _____ 3. To maintain records of receipts and expenditures for a period of three years following the end of the event, and to provide the same upon request by the North Platte Visitors Bureau Advisory Board.
 - _____ 4. To include in all printed materials or advertng media the words "sponsored in part by the North Platte Area Sports Commission a division of North Platte/Lincoln County Visitors Bureau".
 - _____ 5. To include in any website the words "sponsored in part by the North Platte Area Sports Commission a Division of North Platte/Lincoln County Visitors Bureau" and a link to the North Platte/Lincoln County Visitors Bureau website: www.playnorthplatte.com
 - _____ 6. Not to use any of the grant funds:
 - a. For items not included in the Approved Grant Application.
 - b. For general operating expenses.
 - c. For additional or current personnel salaries.
 - d. For items not included in the Approved Grant Application.
 - e. In any manner that would violate the Nebraska Development Act, Neb. Rev. Stat. §81-3701 through 81-3724, et. Seq. (as amended from time to time.
 - f. For acquiring, expanding or improving facilities or exhibits, or planning for the same.
 - _____ 7. The individual signing this Grant Agreement hereby represents that he or she is duly authorized to exercise such Agreement in the capacity in which he or she is executing the same.

Organization Name, Grantee _____

By: _____ Title: _____

Date: _____

Approved by Visitor Bureau Executive Director: _____