

APPLICATION
Boone County Visitor's Committee
222 South 4th Street, Albion Nebraska 68620-1247

Funding Guidelines
(Full Guidelines Attached As Page 3)

- Application Requests should be submitted to the Boone County Clerk a minimum of 30 days prior to the event's date.
- One application per event.
- Acknowledgement must appear on promotional materials to read: "Funded in Part by the Boone County Visitors Promotion Fund."
- Reimbursed funds are for advertising expenses for the applied event only.
- Postage, Thank you notes/ads, supplies, programs, etc. are not eligible for reimbursement.
- Should your funding be approved, the following supporting documentation is required to receive advertisement reimbursement within 90 days, following the event:
 1. Verifiable receipt(s) and/or invoice(s) showing the paid advertising;
 2. Copy of check(s). Helpful Note: Make a copy of your check before mailing to entity or if have carbon checks, make a copy of the carbon check; and
 3. Copy of advertisement(s) showing the "Funded in part, etc." acknowledgement.

Will your organization receive matching funds from another entity? _____

If so, what are the stipulations? _____

Signature of Applicant: _____

Application Date: _____

Request form should be sent to:
Boone County Clerk
222 South 4th Street
Albion, NE 68620-1247

Contact for Correspondence:
Name: _____
Address: _____
City, State, ZIP: _____
Phone: _____

Approved/Denied By Visitors Committee/Date _____

Approved/Denied By Commissioners/Date _____

Boone County Visitor's Committee

Guidelines

- Funds are disbursed to Boone County organization(s) only. (Examples: community non-profit type organizations such as community clubs, churches, fire departments, etc.)
- Individuals may not apply. (The advertisement reimbursement is not considered for individuals/groups where there is individual income gain, such as farmer's and flea markets, farm/garden shows, etc.)
- Requests must be submitted a minimum of 30 days prior to the event.
- One application per event.
- An application funding cap of \$500.00 per event beginning July 1, 2018.
- Beginning July 1, 2018 an organization cap of \$2,000.00. An organization may only receive the maximum reimbursement of \$2,000.00 for fiscal year of July 1, 2018 through June 30, 2019.
- An application to setup/develop a website is only available for the county lodging facilities that collect the lodging tax and the website development is only reimbursed one time for the lodging facility.
- Postage is not a reimbursable expenditure.
- Supplies, etc. are not a reimbursable expenditure.
- Printed Programs handed out at the events are not a reimbursable expenditure.
- Thank you notes are not a reimbursable expenditure.
- Thank you acknowledgements appearing in the event promotion advertisement are not a reimbursable expenditure.
- Acknowledgement must appear on promotional materials to read: "Funded in Part by the Boone County Visitors Promotion Fund."
- If a request with the supporting documentation for reimbursement, is not received within a year from the date of the event, the application for event will be considered void.

Organization Event Reimbursement

Send to: Boone County Clerk
222 South 4th Street
Albion, Nebraska 68620-1247

Documentation for Reimbursement:

1. Verifiable receipt(s) and/or invoice(s) showing the paid advertising;
2. Copy of check(s). Helpful Note: Make a copy of your check before mailing to entity or if have carbon checks, make a copy of the carbon check; and
3. Copy of the advertisement(s) showing the "Funded in part, etc." acknowledgement.