

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 or County Tourism promotion.
- 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 or County Tourism promotion.
- 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 120 days, following the event:
 1. Verifiable receipt(s) and/or invoice(s) showing the paid advertising.
 2. Proof of payment: Copy of Check or Transaction on Bank/Card Statement.
 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: _____ Email: _____
City, State, ZIP: _____
Phone: _____

Approved/Denied By Visitors Committee/Date _____

Approved/Denied By Commissioners/Date _____

APPLICATION

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

Event Information

Name of Organization: _____

Principal Officer's: _____

Event Name: _____ Type of Event: _____

Event Date: _____ Event Location: _____

Is this an Annual Event? _____ Amount of Request: _____

- An application funding cap of \$1,000.00 per event beginning July 1, 2026.
- An organization cap of \$5,000.00 for fiscal year July 1, 2026 through June 30, 2027.
- Once the organization reaches the reimbursement cap in the fiscal year, applications for funding will still be accepted for funding in the next fiscal year.

Use of Funds

Purpose of Funds: _____

Please provide a summary of the event, including proposed use of funds:

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 or County Tourism promotion.
- An application funding cap of \$1,000.00 per event beginning July 1, 2026.
- Beginning July 1, 2026 an organization cap of \$5,000.00. An organization may only receive the maximum reimbursement of \$5,000.00 for fiscal year of July 1, 2026, through June 30, 2027.
- An application to set up/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, application for the 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. Proof of payment: Copy of Check or Transaction on Bank/Card Statement.
3. Copy of the advertisement(s) showing the "Funded in part, etc." acknowledgement.