

**Boone County Visitor's Committee**  
**222 S 4<sup>th</sup> St**  
**Albion NE 68620-1247**

**Funding Guidelines**

- Requests should be submitted to Boone County Clerk a minimum of 30 days prior to the event.
- One application per event.
- Acknowledgement must appear on promotional materials to read: "Funded in Part by the Boone County Visitors Promotion Fund."
- Postage, Thank-you notes/ads, supplies, programs, etc. are not eligible for reimbursement; funds are specifically for the purpose of the advertisement of an event.
- Should your funding be approved, the following is required for Advertisement Reimbursement:
  1. Verifiable receipt(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.)
  3. Copy of advertisement(s) showing the 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 S 4<sup>th</sup> St  
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**  
**222 S 4<sup>th</sup> St**  
**Albion NE 68620-1247**

**Event Information**

Name of Organization: \_\_\_\_\_

Principal Officer’s: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Is this an Annual Event? \_\_\_\_\_

Amount of Request: \_\_\_\_\_

- An application funding cap of \$400.00 per event beginning July 1, 2013.
- An organization cap of \$1600.00 beginning July 1, 2013. An organization may only receive the maximum of \$1,600.00 per said fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>.
- Once the organization reaches the 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:

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# Boone County Visitor's Committee

## Guidelines

- Funds are disbursed to an organization only, individuals may not apply.
- Requests must be submitted a minimum of 30 days prior to the event.
- One application per event.
- An application funding cap of \$400.00 per event beginning July 1, 2013.
- Beginning July 1, 2013 an organization cap of \$1,600.00. An organization may only receive the maximum of \$1,600.00 per said fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>.
- 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."
- Reimbursement documentation not received within a year from the date of the event will be considered void.

## Organization Event Reimbursement

**Send to: Boone County Clerk  
222 South 4<sup>th</sup> Street  
Albion, Nebraska 68620-1247**

### **Documentation for Reimbursement:**

1. Verifiable receipt(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.)
3. Copy of the advertisement(s) showing the acknowledgement