

Burt County Visitors Committee

111 N. 13th St., Suite 13

Tekamah, NE 68061

Funding Guidelines

- The purpose of the Burt Co. Visitors Committee is to advise the Burt Co. Board of Supervisors in administering the County's lodging tax funds. The proceeds are to be used to generally promote, encourage and attract visitors to come to Burt County and use the travel and tourism facilities.
- Individuals cannot apply, only organizations.
- Requests should be submitted to the Burt County Clerk a minimum of 60 days prior to the event. (In 2017, applications will be reviewed as submitted)
- One application per event; Maximum \$500 for one event. Maximum \$1500 for cooperative advertisement, more than one sponsor.
- Acknowledgement must appear on promotional materials to read: Funded in part by the Burt County Visitors Promotion Fund.
- Postage, thank you notes/ads, supplies, programs, etc. are **NOT** eligible for reimbursement; funds are specifically to be used for advertising the event, with the target audience being **outside** of Burt County.
- Promotion application cannot be retroactive. The advertising cannot be paid for or activated before application is approved.
- Should your funding be approved, the following is **required** for project reimbursement:
 1. Verifiable receipt(s) showing the project payment
 2. Copy of check(s)
 3. Copy of promotional material showing the acknowledgement
 4. Without any of these requirements, reimbursement can be denied.
- Reimbursement documentation not received within a year from the date of the event will be considered void.

Send application to: Burt County Visitors Committee
C/O Burt Co. Economic Development
111 N. 13, Suite 13
Tekamah, NE 68061

Approved/Denied by Visitors Committee/Date_____

Approved/Denied by County Supervisors/Date_____

**Burt County Visitors Committee
Promotion Fund Grant Application**

111 N. 13th, Suite 13 * Tekamah, NE 68061* burtcoedc@abbnebraska.com
Application must be submitted 60 days prior to the event

Please print or type:

Date of Request _____

Name of Event or Project _____

Describe Event or Project _____

What and Where Will the Funds Be Used _____

Organization Applying _____

Contact for Correspondence – Name _____

Address _____ City, St, Zip _____

Phone _____ Email _____

Total Advertising Budget \$ _____ Amount Requested \$ _____

Date of Event _____ Contact Person _____

Address _____

Email _____

Phone _____ Number of Years Event Has Been Held _____

Signature _____ Date _____