Part I. GENERAL INFORMATION

PROJECT INFORMATION

Name of Municipality (Applicant):

______________________

Current Population (US Census):
Enter data according to the most recent federal decennial census or the most recent revised certified count by the United States Bureau of the Census. Where Nebraska Department of Revenue has issued a revised count for any reason, please provide additional documentation as an attachment to the Application.

______________________

Applicant Eligibility Thresholds:
This program is only open to municipalities. Most Nebraska municipalities are eligible and may apply in competition with other municipalities seeking funds. For more information about ownership, location, and operation requirements, as well as other limitations, refer to the Application Guidelines.

- Ownership: Municipality owns the facility.
- Ownership: Municipality may jointly own the facility with a political subdivision if the municipality's ownership interest is at least fifty percent.
- Location: Facility is located within the boundaries of the municipality.
- Location: The facility is located within the municipality’s extraterritorial zoning jurisdiction.
- Operation: Municipality will operate the facility.
- Operation: Municipality will contract operation of the facility with another entity.

Existing or Preliminary Name of Facility/Project (Project Name):
In most cases, this is the name of the project. See examples below. If Anytown is applying for construction of a new public library, the response might be “New Anytown Memorial Library”. If Anytown is applying for a planning study to convert an existing vacant building into a community theatre, the response might be “Feasibility Study to Convert the Old Opera House”.

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Is the Facility an historic building or district?
If the answer is yes, special policies apply. Applicant shall provide a copy of SHPO’s determination as an attachment to the Application. If the answer is no, such action is not required. For more information, refer to the Application Guidelines.

- Yes
- No

REQUIRED ATTACHMENT: SHPO Determination
If the above answer is yes, enter the Attachment # below. For more information, refer to the Application Guidelines.

______________________

Purpose of the Project
Carefully review the terms as defined and select the most appropriate category and type of facility. Often facilities serve multiple purposes in a community (e.g., City Auditorium also houses a library and community theatre), select the option describing the primary use for which this application is submitted.

Civic Center – a facility that is used to host conventions, meetings, and cultural events or a library. NOTE: what is commonly called a “community center” is a likely a “civic center” under this statutory definition

Public Space – property located within the traditional center of a community, typically comprised of a cohesive core of residential,
civic, religious, and commercial buildings, arranged around a main street and intersecting streets. A community center is, therefore, an area of multiple buildings with both internal and external elements. **NOTE:** a facility defined as "public space" was previously defined under the term "community center". The category has not changed, only the name.

**Historic Building or District** – a building or district eligible for listing on or currently listed on the National Register of Historic Places or a building that is certified as contributing to the significance of a registered state or national historic district. **NOTE:** Where an application involves an historic building or district, special policies apply; see Application Guidelines.

**Recreation Center** – a facility or park used for athletics, fitness, sport activities, or recreation that is owned by a municipality and is available for use by the general public with or without charge. A recreation center does not include any facility that requires a person to purchase a membership to utilize such facility (e.g., country club), but may include facilities that charge a reasonable user fee (e.g., wellness center).

- Civic Center: Auditorium
- Civic Center: Community Hall/Community Center
- Civic Center: Community Theatre
- Civic Center: Conference or Convention Center
- Civic Center: Cultural Center
- Civic Center: Library
- Civic Center: Museum
- Public Space: Main Street District
- Public Space: Outdoor Plaza (e.g. gathering space)
- Historic Building: Cultural Center
- Historic Building: Museum
- Recreation Center: Aquatic Center
- Recreation Center: Gymnasium or Indoor Rec Facility
- Recreation Center: Park
- Recreation Center: Wellness Center

**Type of Grant Requested:**

**NOTICE:** Construction, architectural, and/or engineering documents that do not bear the seal of a state licensed architect or professional engineer may be in violation of state law. Contact the Nebraska Board of Engineers and Architects for requirements at (402) 471-2021 or nbea.office@nebraska.gov.

- Planning
- Construction

Did the Project complete technical assistance and/or feasibility studies?
- Yes
- No

Was the planning study funded through the CCCFF program?
- Yes. Year of planning study award: __________________________
- No

Does the Applicant share ownership of the Facility with an eligible political subdivision?

Municipality may jointly own a facility with a political subdivision where the municipality's ownership interest is **at least fifty percent.** As statutorily defined, Political subdivision means a county, school district, community college area, or natural resources district. For more information, refer to the Application Guidelines.

- Yes
- No

**Name of Co-Applicant**

For projects involving shared ownership with a political subdivision, that entity is the Co-Applicant. Co-Applicant must be a eligible political subdivision sharing no more than fifty percent ownership in an eligible facility. For more information, refer to the Application Guidelines.

- __________________________

Does/Will the Applicant operate the Facility?

A municipality must operate the facility directly, or under contract. For planning grants, the assumption is that the municipality will operate the facility for which a planning grant is being applied.
Name of the entity contracted to operate the Facility:

Requested Grant Amount

Total grant amount requested must correspond to the appropriate amount based on population size identified above and as listed in the Application Guidelines.

Total Project Budget

Total project budget includes the requested grant funds and is most often based on a cost-estimate provided by a professional. Applicant provides a line-item budget as attachment under Part II of the Application.

Project Description Summary (maximum 250 words):

Summary of Project, including a brief description of the facility and a description of the project's location within the community. This description determines the project's eligibility under the Act. For example: the City proposes to renovate and expand the existing Carnegie Library into the City Community Center. The proposed project is downtown and adjacent to the new library and City Park.

The summary narrative should be clear and concise and at least one paragraph, but no more than 250 words. You are encouraged to supplement the project summary with attachments (e.g., maps, drawings/illustrations, images, photographs, etc.) under Part IV, Additional Attachments. To ensure continuity, be sure to make appropriate references to attachments.

Does the Facility/Project have a permanent physical address?

NOTE: Where the physical address is not known at this time or where multiple sites are under consideration, select "No".

Project Address

STREET ADDRESS ______________________

CITY ______________________

ZIP CODE ______________________

Project Web Address, if available:

LOCAL COST-SHARE INFORMATION

Under no circumstances may a CCCFF grant account for more than one-half of the total cost of the Project.

Project Funds

Identify status of funds as it relates to the Project. Only actual funds on-hand are considered secured, this includes other grant funds for which Applicant was awarded. Any pledges or pending grant applications are considered unsecured. IMPORTANT: the total here corresponds with the Total Project Budget listed above. Please verify figures are correct and consistent.

Amount of secured matching funds to-date: ______________________

Amount of unsecured matching funds to-date: ______________________

Source(s) of Local Matching Funds:
Please provide a brief narrative identifying sources of secured funds. Separately list any pending grant applications, including date of anticipated award. Additional details may be provided in the attachment(s) provided under Part II. Project Budget.

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In the past two years, has Applicant received an award for state aid through the CCCFF program?

Two-year rule: under Neb. Rev. Stat. 13-2705, a municipality shall not be awarded more than one grant of assistance for construction and one grant of assistance for planning in any two-year period.

☐ Yes
☐ No

In the past ten years, has Applicant received an award for state aid through the CCCFF program (planning and/or construction)?

Priority: under Neb. Rev. Stat. 13-2707, priority is given to Applicants not receiving a grant within the last ten years.

☐ Yes
☐ No

List most recent year of prior award:

_____________________________________________

APPLICANT CONTACT INFORMATION

Chief Elected Officer of Applicant

Name: ______________________
Title: ______________________

Local Contact Person

This is a person employed by the municipality. If awarded, the local contact will be the individual at the local level responsible for grant management, including reporting. This person is often, but not always, the Clerk or Treasurer. To assist in grant management, the municipality may also obtain the assistance of another entity or individual. No such associated costs are eligible under CCCFF.

NAME: ______________________
TITLE: ______________________
ORGANIZATION: ______________________
ADDRESS: ______________________
CITY: ______________________
STATE: ______________________
ZIP CODE: ______________________
PHONE: ______________________
EMAIL: ______________________

Is your local contact person different from the person preparing the application?

☐ Yes, they are different.
☐ No, Application Preparer is the same as Local Contact.

Application Preparer
NAME: ______________________
TITLE: ______________________
ORGANIZATION: ______________________
ADDRESS: ______________________
CITY: ______________________
STATE: ______________________
ZIP CODE: ______________________
PHONE: ______________________
EMAIL: ______________________

☑ By signing and submitting this form, you are confirming the following eligibility criteria:

☐ The Facility in question is, or will be (in the case of planning grants), owned and operated by Applicant. If the Facility shall be operated by another entity and/or if Applicant shares ownership with an eligible political subdivision, Application Preparer provided a narrative under Applicant Eligibility Thresholds.
☐ Project has not received funding assistance from the Sports Arena Facility Financing Assistance Act.
☐ Applicant complies with two-year rule (i.e., Applicant has not received more than one grant of each type in the last two program years).

DATE:
_____/_____/______ (YYYY/MM/DD)

☐ QUESTIONS MAY BE DIRECTED TO:

Jenny B. Mason, CCCFF Coordinator
Nebraska Department of Economic Development
P.O. 94666
Lincoln, NE  68509-4666
(402) 471-6280 | jenny.mason@nebraska.gov

Additional information: https://opportunity.nebraska.gov/ccff
CCCFF APPLICATION PART II. PROJECT BUDGET

Upload the project budget showing the estimated line item costs for the project itemized by the proposed funding sources (grant and match) and project totals. **Grant assistance must be matched at least equally from local sources; and at least fifty percent of the local match must be in cash.** Neither the local match nor items listed for grant assistance may include amounts already incurred. For more information, see Application Guidelines.

*Task: Upload document*

Microsoft Excel Document (.xls or .xlsx) or Comma Separated Values (.csv) file preferred. If awarded and prior to reimbursement (final payment/closeout), be prepared to submit the Actual Project Budget as compared to the Estimated Project Budget being submitted as Application Part II. Project Budget. Limit file names of uploaded files to a descriptive title (e.g., "Anytown_partII.xlsx").

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CCCFF APPLICATION PART III. PROJECT DESCRIPTION - PROJECT NARRATIVE

Provide the following information as ONE ATTACHMENT on a maximum of 10 pages, submitted materials will be clearly demarcated and in categorical order. **APPLICANTS MUST LIMIT RESPONSES TO 500 WORDS FOR EACH CRITERIA.** All pages should be numbered at the bottom center. Please review all items below prior to completing the project narrative. Avoid repeating the same narrative in each section; narratives that are clear and concise are more likely to score higher than those that are highly repetitive.

Each categorical criterion shall be reviewed and assigned a score of 0-10 points (Planning, 10 points maximum; Construction, 50 points maximum).

Where applications include more than one attachment in this section and/or more than 10 pages, those attachments or pages will not be considered as a part of the application review. For more information about review criteria, see Application Guidelines.

**PLANNING GRANTS**

Funding decisions by the Department shall be based on the following criterion.

*Financial Support: describe and provide evidence of local financial support.*

Assistance from the fund must include a 1:1 match. Preference given to those projects with a higher level of local matching funds compared to those with a lower level of matching funds.

**CONSTRUCTION GRANTS**

Funding decisions by the Department shall be based on the following five criteria.

1. **Retention Impact: provide data and/or an explanation of how the proposed project shall retain existing residents.** Likelihood of the project retaining existing residents in the community where the project is located, developing, sustaining, and fostering community connections, and enhancing the potential for economic growth in a manner that will sustain the quality of life and promote long-term economic development.

2. **New Resident Impact: describe the anticipated impact on new residents.** Likelihood of the project attracting new residents to the community where the project is located.

3. **Visitor Impact: describe the anticipated impact on tourism and visitor attraction.** Likelihood of the project enhancing or creating an attraction that would increase the potential of visitors to the community where the project is located from inside and outside the state.
4. **Readiness and Local Public Support:** describe and provide evidence of local public support. The fiscal, economic, and operational capacity to finance and manage the project and ability of the applicant to proceed and implement its plan and operate the civic or community center.

5. **Project Planning:** describe and provide evidence of planning efforts in support of the project. Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.

*Task: Upload document*

Limit file names of uploaded files to a descriptive title (e.g., "Anytown_partIII").

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**CCCFF APPLICATION PART IV. ADDITIONAL ATTACHMENTS**

**Attachment 1 (REQUIRED): Documentation of Match Commitment**

Written documentation supporting the amount and source of funding identified in Part II, Project Budget. The documentation should come from the provider of the matching funds or chief elected official. Documentation should also identify the amount of secured as compared to unsecured (e.g., pledged or pending) matching funds to-date. Secured funds are those "on-hand" or "on-account".

**Attachment 2 (REQUIRED): Letters of Support**

Include letters of support from community stakeholders in support of the proposed project. The documentation should supplement – not replace – the local public support identified in Part III, Project Description. In addition and as referenced in the Application Form, a copy of the Letter of Intent must be included. The original letter was previously sent to the CCCFF Coordinator.

**Attachment 3 (REQUIRED): Project Location Map**

Include a map identifying the location of the facility for the grant of assistance in relation to the community, identifying any relevant sites or related projects. If applicable, identify the municipality’s extraterritorial zoning jurisdiction (ETJ). The intent of the map is to provide context to the proposed project. Also appropriate may be photographs, which – in addition to the required map – may also be included.

**Attachment 4 (where applicable): Planning Documents or "Other Attachments"**

*Planning Documents:* Any design or conceptual documents related to the proposed project. The documentation should supplement the project planning identified in the project summary and/or Part III, Project Description. In most cases, including the entire planning document is not useful; instead, include the relevant pages only and highlight applicable sections. You can include a hyperlink to the full document, if appropriate.

*SHPO Determination:* Required for construction projects involving historic buildings. For more information, see Application Guidelines.

*Other Attachments:* Only as appropriate.

*Task: Upload documents*

Limit file names of uploaded files to a descriptive title (e.g., "Att1.pdf", "Att4-SHPO.pdf", etc.).