



## KENO GRANT GUIDELINES

### Keno Grant Background

In accordance with Nebraska Revised Statute 9-629, City of Fremont Keno proceeds are used solely for **Community Betterment** purposes, awarding of prizes, taxes and expenses. The City of Fremont Keno funds raised through charitable gaming are budgeted towards tax relief for our community. Additionally, a portion of Keno Fund proceeds are budgeted for Keno Grants to assist with projects, programs and services designed to support Community Betterment in Fremont, Nebraska.

Based on this purpose, and the recognition that there are limited dollars and many outstanding projects, the following guidelines are intended to assist organizations in recognizing their eligibility for the fund and the types of requests preferred by the committee.

### Keno Grant Eligibility

1. Grantees are limited to nonprofit entities designated as tax-exempt according to the Internal Revenue Code Section 501(c)3 and/or Fremont Area Community Foundation (FACF) sponsored projects.
2. Organizations must be located and operating a majority of their services within the City of Fremont.
3. Proposed projects, programs and/or services must be available to Fremont residents.

### Keno Grant Project, Program and/or Service Requirements

1. Requests must demonstrate a strong need for project, program and/or service funding.
2. Requests must meet at least one (1) Community Betterment purpose as outlined by the Nebraska Department of Revenue Regulation 35-601 and detailed in question 7 of the application.
3. All Keno Grant requests require a match of 50% of the project cost.
4. The Keno Grant award maximum is \$5,000 per year, per organization (consideration will be given to applicants involved in multiple projects if one or more is collaborative).
  - *If fund requests total less than the amount of annual, budgeted Keno funds, the Keno Advisory Committee may recommend an increased, annual maximum award to City Council for applicant(s).*
5. Projects, programs and/or services must be completed by August 15 of each year and a follow-up report submitted to the City by September 1 of the grant award year.
6. Projects, programs and/or services involving City property or assets maintained by the City will be required to comply with the City of Fremont procurement procedures.
7. Projects, programs and/or services awarded Keno Grant funds must be located and operate within the City of Fremont.

**Keno Grant Ineligible Activities**

1. Political activity, such as lobbying.
2. Participating in, or contributing to, any political campaign on behalf of any elected official or person who is or has been a candidate for public office.

**Keno Grant Application Timeline**

1. Primary applications will be due by October 1 annually.
  - **If funds remain**, supplemental applications will be due by April 1 annually.

**Keno Grant Application Required Data**

In order to be considered for Keno Grant funds, applicants should submit the following to the City of Fremont Grant Coordinator by the deadline:

- A. Keno Grant Application
- B. Keno Grant Application Prior Award(s) Form
- C. Statement of Acknowledgment of Procedures, Deadlines, and Report Requirements
- D. Current List of Board of Directors
- E. Tax Exempt affirmation letter from the Internal Revenue Service

**Keno Grant Award Process**

1. The City of Fremont Grant Coordinator reviews all applications for conformity with the Keno Grant Guidelines. If an application(s) does not meet the Keno Grant Guidelines, the Grant Coordinator will request additional information from applicants.
2. Applications meeting the requirements of the Keno Grant Guidelines are reviewed and scored against the Fremont Keno Grant Scoring Matrix by the Keno Advisory Committee (a Mayor’s Committee).
3. The Keno Advisory Committee makes recommendations to City Council for funding of Keno Grant awards. The Mayor and City Council approve or deny Keno Grant funding requests.

**Keno Grant Award Recipients**

1. Keno Grant award Recipients are notified by email (if provided) and postal mail of their award.
2. Keno Grant award Recipients must submit a final report to the Grant Coordinator by September 1 of the grant year.
3. Grant recipients are required to recognize the City of Fremont Keno Grant program on appropriate materials related to the project, program and/or service.

**Keno Grant Award Funding Preferences**

Preferences will be given to proposals for projects, programs and/or services that:

- Illustrate collaboration with other Fremont non-profit organizations,

- Organizations who demonstrate sustainability of their organization and project, program and/or service,
- Eligible, first time applicant organizations with projects, programs and/or services that demonstrate a measurable impact,
- Projects, programs and/or services that influence and/or impact an increased percentage of the Fremont population.