

## Council

Kevin Phillips  
Mayor

Mary Beth Heyward  
Mayor Pro Tempore

Jerry Ashmore  
Jorge Guerrero  
Darryl Owens



Van Willis  
Town Manager

T. Alan Beach  
Chief of Police

Jeffrey S. Coppinger  
Operations

Noah Krepps  
Planning

## ACCOMMODATIONS TAX FUNDS APPLICATION INSTRUCTIONS

### Policies and Procedures

1. All areas of the application must be completed. Incomplete applications will be deemed unresponsive and will not be considered for funding.
2. If your organizations received funding last year, a copy of the financial statement for this project **must** accompany your application.
3. Funding generally is of the reimbursement method; with appropriate back-up (i.e., signed contract(s), paid invoices, canceled checks, etc.).
4. **All funding should be matched on at least a 50/50 basis with the exception of the Town's Designated Tourism Marketing Organization for use in marketing, advertising, and promotion only.** Matching funds may not come from other accommodation tax sources.
5. Applications may be submitted in hard copy format or by email as an attachment in Portable Document Format (PDF).
6. Accommodation tax funds are for use by non-profit organizations, 501C3 and 501C6.
7. Accommodation tax funds may **NOT** be spent purely on local functions.
8. Accommodation tax funds are public funds and as such recipients of such funds must follow all applicable procurement policies and procedures of the Town.
9. All organizations receiving Accommodation Tax funding are subject to an audit.
10. A reimbursement request form must be submitted upon completion of the project. Recipients must provide a final accounting for the project, copies of all invoices and canceled checks showing payment and a completed final evaluation report that includes:
  - a. Percentage of Tourism generated by the event or project;
  - b. Total attendance to the event or project;
  - c. Overall budget of the event or project;
  - d. Description of how the event or project attracts and promotes tourist to the area.

## **TOURISM-RELATED EXPENDITURES (65%)**

- a. Advertising and tourism promotion to develop and increase tourist attendance through publicity.
- b. Arts and cultural events promotion.
- c. Construction, maintenance, and operation of facilities for civic and cultural activities, including construction and maintenance of access and other nearby roads and utilities for the facilities.
- d. Criminal justice system, law enforcement, fire protection, solid waste collection and health facilities when required to serve tourists and tourist facilities. The amount is based on the estimated percentage of costs directly attributed to tourists.
- e. Public facilities such as restrooms, dressing rooms, parks and parking lots used to service tourism.
- f. Tourist shuttle transportation.
- g. Control and repair of waterfront erosion.
- h. Operation of visitor information centers.

# TOWN OF PORT ROYAL ACCOMMODATIONS TAX GRANT APPLICATION

**A separate application is required for each event or project for which funding is requested.**

1. Name of applicant: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_

Street Address or P.O. Box      City      State      Zip

3. Project Director: \_\_\_\_\_

Project Treasurer or Administrative Official: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

4. Event or Project Name: \_\_\_\_\_

List below any Accommodations Tax funding that you have previously been awarded from the Town of Port Royal for this specific event or project.

\_\_\_\_\_

List Accommodations Tax funding that you have received in the previous years for the other events or projects.

\_\_\_\_\_

List any Accommodations Tax funds you have requested or received from the other municipalities or counties for this proposal event or project.

\_\_\_\_\_

5. Date you will begin and complete work on your event or project: \_\_\_\_\_

Begin – Month/Year \_\_\_\_\_ End – Month Year \_\_\_\_\_

***Note: Event or project must be completed within 12 months from the date of award.***

6. Applicant Category (check all that apply)

\_\_\_\_\_ Non-profit organization registered with the Secretary of South Carolina

\_\_\_\_\_ Eleemosynary organization established under IRS Code 501 (c) 3, 4, 5, 6, 7, 10

\_\_\_\_\_ Other Non-profit organization

\_\_\_\_\_ Government or governmental agency

\_\_\_\_\_ For-profit organization

7. Federal Employee Identification number (EIN): \_\_\_\_\_

8. Total Estimated Costs of the Proposed Event or Project: \$ \_\_\_\_\_

Accommodation Tax Funds Requested: \$ \_\_\_\_\_

Project Funding from Other Sources: \$ \_\_\_\_\_

9. Source of Applicant's Other Funds: \_\_\_\_\_

10. What is the anticipated total attendance for your event? \_\_\_\_\_

Total "tourist" anticipated? \_\_\_\_\_

11. All applicants must show a collaborative effort in coordinating their marketing. Please list what organization you will be working with and explain collaboration:

\_\_\_\_\_

**12. Provide the information below as an attachment to your application:**

A. A brief summary description of the proposed event or project. This description will be used in executive summaries and for annual reporting purposes where space is limited. Accordingly, this description must be limited to more than 100 words.

B. Describe the expected impact on tourism and the tourism industry in the area served. Certain tourism-related expenditures must be awarded on a "percentage of tourism" basis. Applicant must be able to substantiate how much of the total expenditure is related to tourism.

SIGNING THIS DOCUMENT CONSTITUTES A STATEMENT OF INTENT TO COMPLY WITH ALL ACCOMODATION TAX GRANT GUIDELINES, INCLUDING THE REQUIREMENT TO FOLLOW THE TOWN OF PORT ROYAL'S PROCUREMENT POLICIES AND PROCEDURES AS OUTLINED IN THE PACKET INSTRUCTIONS.

**I CERTIFY THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.**

**Event or Project Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_