

2% STATE ACCOMMODATIONS TAX GRANT APPLICATION



Schedule

Friday, July 22, 2022

News release distributed announcing application process;
2% State Accommodations Tax application available at www.beaufortcountysc.gov

Friday, September 30, 2022

2% State Accommodations Tax applications due by **5 p.m.** and sent to State Accommodations Tax Board

Monday, October 17, 2022

Finance Committee determines allocation of funds

Week of October 31, 2022

Applicant Interviews before the State Accommodations Tax Board

Thursday, November 10, 2022

State ATAX Board finalize recommendations

Monday, November 21, 2022

State ATAX Board recommendations presented to Finance Committee

Monday, December 12, 2022

Finance Committee recommendations presented to Beaufort County Council

INTERVIEW PRESENTATIONS SHALL FOCUS ON THE FOLLOWING:

- Do you have other funding sources? If so, what are they? Please describe who the funding organization(s) is/are and amount(s).
- What was your previous year's operating budget?
- How is your project/event going to benefit tourism in Beaufort County?
- How many people attended your last event? How did you determine this number?
- If this is the first year for the event, what is your projected attendance? How did you arrive at this number?
- Of those who attended last year, how many come from outside the County? Describe in actual numbers as well as a percentage of total attendance. How did you determine this number?
- Would you agree to or do you intend to advertise jointly with other organizations?
- Please have an event or program plan available to substantiate your funding request.
- Have you expended all the money appropriated to you in the past? If not, please explain.
- What is the timeframe for expenditure of the funds?

NOTE

- **Failure to appear at your interview will result in zero allocation.**
- **Applicants who have not received the interview schedule by Thursday, October 27, 2022 should email atax@bcgov.net**
- **Applicants are responsible for confirming receipt of their entire application package prior to the deadline.**

2% (State) Accommodations Tax Application

Due: **Friday, September 30, 2022 by 5:00 p.m. EST**

Event / Project:

Organization Sponsoring Event &
Contact Person:

Organization Mailing Address:

Organization Telephone Number:

Contact Person Email Address:

Amount Requested:

Date Funds Needed:

Location of Specific Event / Project:

1. Describe the proposed event/project in detail. This description must include the event/project title, timing, and financial results/costs, other sources of revenue for the event/project (including other ATAX award allocations) and how your organization supports/manages the project/event.
2. Provide a **DETAILED BUDGET** for the event/project This shall include all anticipated revenues and expenses associated with the event/project.
3. Provide specific information regarding the number of tourists generated/anticipated by your event/project. Please include a description of the method used to determine the tourism impact.
4. If the Board allocated funds to your organization previously, a detailed accounting of revenues and expenditures, including receipts, for prior year's event(s)/project(s) must be included with your current application. Failure to do so will render your application ineligible for current year funding.
5. Provide a copy of your organization's audited financial statements for the last two (2) years.

Note: By submitting this application, the organization certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion, or language, and that all funds that may be received by the applicant organization from Beaufort County, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the *South Carolina Code of Laws* regarding Allocations of Accommodations Tax Revenues.

The South Carolina Freedom of Information Act defines a "public body" as any organization or corporation supported in whole or in part by public funds or expending public funds. Your organization's acceptance of public funds from Beaufort County may cause your organization to come within the meaning of "public body" as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

FINANCIAL INFORMATION

1. Federal Tax ID Number (Example: 12-3456789)

2. Is your organization tax exempt? If so, please provide a copy of your determination letter.

3. What is your fiscal year (12-month accounting period)?

4. Are your financial statements based on an accrual basis (accounted for when transaction occurs) or on a cash basis (accounted for when cash is received or paid)?

5. If there has been a significant change in revenues or expenses from prior periods, please explain.

NOTE:

Please attach all documentation to the e-mail and send with this application.

Due to file size limitations, if your document(s) exceed 12 megabytes, you will need to send them in separate e-mails.

Please include in the subject line how many e-mails we should anticipate from your organization (example: e-mail 1 of 2, e-mail 2 of 2, etc.)

All documents must be e-mailed to: atax@bcgov.net

Applicant organizations shall fully complete the application questions and include all requested and required documentation. Incomplete applications will be deemed unresponsive and will not be reviewed or considered for funding.

Submit