



2016 Hospitality Tax Application

The H-Tax Grant Applications must be completed and returned to the Finance Department at City Hall (100 E Carolina Ave) no later than **April 15, 2016 at 5:00 pm.**



CITY OF HARTSVILLE

UNIFORM GRANT APPLICATION PACKAGE

This application has been developed by the Finance Department to facilitate requests for funding from the City of Hartsville which includes but is not limited to Hospitality Taxes, Accommodations Taxes, etc.

The applicant should fill out the application forms **completely** and provide all of the accompanying information as outlined in the forms.

These monies can be used only for activities related to tourism in the following categories:

- Advertising and promotion of tourism to develop and increase tourist attendance through the generation of publicity
- Promotion of the arts and cultural events
- Construction, maintenance and operation of facilities for civic and cultural activities including construction and maintenance of access and nearby roads and utilities for the facilities
- The criminal justice system, law enforcement, fire protection, solid waste collection and health facilities when required to serve tourist and tourist facilities. This is based on the estimated percentage of cost directly attributed by tourist
- Public facilities such as restrooms, dressing rooms for parks and parking lots
- Tourist shuttle transportation
- Control and repair of waterfront erosion, including beach re-nourishment
- Operating visitor information centers

Important dates:

Accommodation Tax and Spring Hospitality Tax Grants:

Ad will run in local paper the last week of March.

Applications will be available April 1st thru April 15th. Applications are due to The City of Hartsville Finance Department by 5 pm on April 15th.

Committee Meeting: Third Wednesday in May.

Approval by City Council second Tuesday in June.

Fall Hospitality Tax Grants:

Ad will run in local paper the last week of August

Applications will be available September 1st thru September 15th. Applications are due to The City of Hartsville Finance Department by 5 pm on September 15th.

Committee Meeting: Third Wednesday in October.

Approval by City Council second Tuesday in November

Previous Funding Requirements

A detailed report outlining the previous Grant rewards must be turned in to the Finance Department at City Hall by May 1st explaining how the money was spent, completion of project, attendance, financial report, etc. If this form is not completed or not turned in by the due date, the City of Hartsville has the right to audit the Grantee's books or at the Grantor's expense to appoint an independent certified public accounting firm to conduct such an audit, should questions arise concerning the eligibility of the Grantee's use of the funds awarded by City Council.

Contact Information:

City of Hartsville, 100 E Carolina Ave, Hartsville SC 29550
Mailing address: City of Hartsville, PO Drawer 2497, Hartsville SC 29551
843-383-3015

**The City of Hartsville
Hospitality Tax
Grant Funding Application**



Organization Name: _____

Project Name: _____

Contact Name: _____ Phone: _____

Contact Address: _____

Money Requested: _____

Project Info: _____

Project description: Project category(SelectOne):

Advertising and promotion of tourism to develop and increase tourist attendance through the generation of publicity,	<input type="checkbox"/>
Promotion of the arts and cultural events.	<input type="checkbox"/>
Construction , maintenance and operation of facilities for civic and cultural activities.	<input type="checkbox"/>
Criminal justice system,law enforcement, fire protection , solid waste collections and health facilities when required to serve tourist and tourist facilities. This is based on the estimated percentage of costs directly attributed to tourists.	<input type="checkbox"/>
Public facilities such as restrooms, dressing rooms, parks, and parking lots.	<input type="checkbox"/>
Tourist shuttle transportation .	<input type="checkbox"/>
Control and repair of waterfront erosion.	<input type="checkbox"/>
Operating visitor information centers.	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

Project Attendance:

Record numbers in the table below, as requested by The Tourism Expenditure Review Committee.

Numbers are to reflect attendance and funds received for projects for current and previous years.

	Previous Year	Estimate for current year
Total budget of event/project		
Amount funded by City grants		n/a
Amount funded by grants from all sources		
Total attendance		
Total tourists*		

* Tourists are generally defined as those who travel at least 50 miles to attend; however, the Committee considers every project/event on a case by case basis.

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Attach the following:

(If the following items are not attached to the application - the application will not be considered for funding - the application will be denied)

Program details

Goals and Objectives

Program Strategy

Detailed event budget

IRS 501 (C or 3) or 501 (D) certification letter and current SC Secretary of State charity registration letter

******Only complete the following questions in the box if funded by the City H-Tax last year.******

****Project Completion (If funded last year):****
Were you able to complete the project as stated in your application?
****Project success:****
Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.)

Organization signature:

Provide signature of official within organization, verifying accuracy of above statements

Name

Title

Signature

Date

All applications must be filled out completely and accurately
to be considered for funding.