



# 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 Grants:**

Ad will run in local paper the last week of March

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

Committee Meeting: A –Tax 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 1<sup>st</sup> thru September 15<sup>th</sup>. Applications are due to The City of Hartsville Finance Department by 5 pm on September 15<sup>th</sup>.

Committee Meeting: Third Wednesday in October.

Approval by City Council second Tuesday in November

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**Previous Funding Requirements**

A detailed report outlining the previous Grant rewards must be turned in to the Finance Department at City Hall by May 1<sup>st</sup> 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