



Accommodations Tax Grant Application

2019-2020



City of Spartanburg Application Guidelines for Accommodations Tax Grants

- Accommodations Tax Grants are provided to eligible projects through revenue received by the City for its share of the 2% lodging tax levied by the State of South Carolina. These monies can only be used for activities related to tourism, including:
 1. Advertising and promotion of events that will increase tourism.
 - a. Expenditures that would qualify under this category would include monies spent on advertising in an attempt to promote the City of Spartanburg to tourists*.
 2. Promotion of the arts and cultural events
 - a. Expenditures that would qualify under this category would include money used for advertising or promotion of a particular festival in the City of Spartanburg or
 - b. Money used for advertising and promoting arts and cultural events held in the in the City of Spartanburg in an effort to attract tourists
 3. Support for facilities where civic and cultural events take place
 - a. Eligible expenditures under this category can include the costs incurred in building a civic center, museum, or a coliseum.
 - b. Money can also be used to fund the continued operation of such facilities including the cost of repairs and necessary additions to such facilities.
 4. Other eligible uses for Accommodations Tax funds include additional health, safety and public services for tourists; transportation shuttles; visitor information centers; and waterfront erosion control and repair.

***A tourist is defined as those who travel at least 50 miles to attend an event**

- City Accommodations Tax Grants are awarded to eligible projects that physically take place within the corporate limits of the City of Spartanburg.
- The event must “attract” and/or “provide for tourists.”
- All applicants must have an IRS Not For Profit Status or be a governmental agency.
- In order to apply for funds, a firm date must be set for the event (a date cannot be tentative) and a firm venue secured. Written confirmation of the secured venue should be provided along with the application.

An Accommodations Tax Advisory Committee, mandated by the State, reviews applications and makes recommendations to City Council for the award of these funds. (Applicants do not have to meet with the committee.) This committee is composed of seven representatives of the hospitality industry.



Accommodations Tax Grant Application Instructions

The enclosed Accommodations Tax Application form must be filled out completely. Supplemental information may be attached to the application, but not replace it. **Projects must take place between July 1, 2019 and June 30, 2020.**

Applications must be received by 5 pm on **Monday, March 4, 2019**. Applications received after this time and date will not be accepted. (Special Note: This is not a postmark date.)

****One original plus 8 copies (3 hole punched)** of the application should be mailed to:

City of Spartanburg
Attn: Kathy Hill
Post Office Box 1749
Spartanburg, SC 29304

OR hand delivered to City Hall (1st Floor) – Community Relations
145 West Broad Street
Spartanburg SC 29306
Room 103

No faxed or emailed applications can be accepted.

Original and each copy must be three hole punched

Following the March 4, 2019 deadline, the City of Spartanburg's Accommodations Tax Advisory Committee will meet to review the applications. The committee will then make recommendations for funding to City Council. Applicants will be notified following the City Council's funding decision.

Questions should be directed to Kathy Hill at 864.596.2905 or khill@cityofspartanburg.org.



| | |
|----------------------------|-------|
| For Office Use Only | |
| Date Received: | _____ |
| Amount Requested: | _____ |
| Amount Awarded: | _____ |

Accommodations Tax Grant Application- 2019-2020

A. Amount you are requesting: \$ _____

B. Funds to be used for: ___ One-time event ___ Annual or recurring event
 ___ Other (please list) _____

Project Name _____

Date(s) of event: _____ (must be secured date)

Location of event: _____
 (Please attach documentation of venue confirmation)

C. Sponsor Organization _____

Contact Name & Title _____

Address _____
 Street or PO Box City State Zip

Telephone _____ Email _____

Tax Status: (check one) ___ Tax-exempt charitable organization
 ___ Governmental tax-exempt unit ___ Church/Religious organization
 ___ Other non-profit (specify status) _____

D. Describe the proposed project or activities for which funds are requested and the timetable for implementation: _____

E. How does this project attract visitors to the area & promote tourism? _____

F. Estimated Total Attendance: _____

Of this total attendance, what is the estimated number of *tourists (non-residents) attending the event? _____

**A tourist is defined as those who travel at least 50 miles to attend an event*

How do you know where your visitors come from? _____

G. Financial Information: Total Project Budget \$ _____
 (You may attach a copy of your budget but you must also complete the below information as presented.)

1. How is this project funded?

| Source | Amount |
|--|-----------|
| Other Accommodations Tax Grants (Spartanburg County) | \$ |
| Hospitality Tax Grant | \$ |
| Foundation Grant(s) | \$ |
| Contributions | \$ |
| Fees/Sold Services (Admissions, etc) | \$ |
| Concessions/Merchandise | \$ |
| Sponsorships Sold | \$ |
| Space Rental Fees | \$ |
| Special Event Fundraisers | \$ |
| Other (Specify) | \$ |
| Other (Specify) | \$ |
| Other (Specify) | \$ |
| Total: | \$ |

2. How are funds spent for this project?

| Expense | Amount |
|---------------|-----------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total: | \$ |

3. Detail how the funds requested from the City of Spartanburg will be spent:

| | |
|---------------------------------|----|
| Printing/Publications (specify) | \$ |
| Publicity/Advertising (specify) | \$ |
| Equipment (Specify) | \$ |
| Other (Specify) | \$ |
| Other (Specify) | \$ |
| Total Requested: | |

H. Is there any other information the committee needs to know that would be helpful with this application? _____

I hereby certify that the above information and statements are true according to my best information and that all Accommodations Tax Funds that may be received from the City of Spartanburg will be solely used for the purposes set forth in this application and will comply with all laws and statutes.

Signature: _____

Title: _____

Date: _____