



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

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 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

* 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.

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)

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

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.

Understanding Accommodations and Hospitality Taxes

State Accommodations Taxes

The state levies a 2% tax on the rental of rooms within the state. The tax collected is returned to the counties/municipalities in which they are collected with each county getting a minimum distribution as defined by law.

Municipalities in counties that collect more than \$50,000 (which includes Hartsville) are governed by the following guidelines:

1. **Advisory Committee**
 - a. The municipality must appoint a seven-member advisory committee to make recommendations on how to spend the state accommodations tax revenue. The majority of the committee members must represent the municipality's hospitality industry, with at least two members from the lodging industry. One member must represent the area's cultural organizations.
2. **Allocation of Funds**
 - a. The first \$25,000 to the General Fund
 - b. The remaining balance allocated as follows:
 - i. 5% to the General Fund
 - ii. 30% of balance to a special fund for advertising and promotion of tourism (see 3)
 - iii. 65% of balance, plus interest to special fund for tourism-related expenditures (see 4)
3. **Special Fund for Advertising and Promotion (30%)**
 - a. Council must select one or more organizations to manage this fund, such as chamber of commerce, convention and visitor bureau, or regional tourism commission.
4. **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
5. **Tourist** is generally defined as anyone traveling at least 50 miles from their home.

Local Accommodations Taxes

The city levies a 3% tax on the rental of rooms within the city. The tax is collected from the customer at the time of rental and remitted to the city monthly.

Council must use the revenue exclusively for the following purposes:

1. Tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
2. Tourism-related cultural, recreational or historic facilities;
3. Beach access, beach renourishment or other tourism-related lands and water access;
4. Highways, roads, streets and bridges providing access to tourist destinations;
5. Advertisements and promotions related to tourism development; or
6. Water and wastewater infrastructure to serve tourism-related demand.

Local Hospitality Taxes

The city levies a 2% tax on prepared meals and beverages sold in establishments within the city. The tax is collected from the customer at the time of the sale and remitted to the city monthly or quarterly, depending on the amount of the tax.

Council must use the revenue exclusively for the following purposes:

1. Tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
2. Tourism-related cultural, recreational or historic facilities;
3. Beach access, beach renourishment or other tourism-related lands and water access;
4. Highways, roads, streets and bridges providing access to tourist destinations;
5. Advertisements and promotions related to tourism development; or
6. Water and wastewater infrastructure to serve tourism-related demand.

Additional Uses of Local Accommodations and Hospitality Taxes

1. Counties collected at least \$900,000 in state accommodations taxes annually, may also use local accommodations and hospitality taxes for the operation and maintenance of the authorized purposes above including police, fire protection, emergency medical services, and emergency-preparedness operations directly related those purposes or facilities.
2. Effective January 1, 2011 other counties may use up to 50% of the revenue in the preceding fiscal year for local accommodations and hospitality taxes for the purposes described above. Also effective January 1, 2011 the code was changed to specifically allow local accommodations and hospitality tax proceeds to be pledged as security for revenue bonds.

To: All Committee Members

From: Laurie O Lane, Finance Manager
City of Hartsville

Date: October 12, 2016

Re: Meeting Schedule

As per discussed, the City has decided to distribute \$ 30,000 in Hospitality Tax Funds, and is asking this Committee to recommend the way it is distributed.

When: Wednesday, October 19, 2016 @ 3:00 pm

The meeting will be held at Council Chambers at City Hall located at 100 E Carolina Ave. We will only be having one meeting and it should not take up much time, so please be present if at all possible. **It is very important to you all to be at the meeting because the way the money is distributed will affect each and every one of you.** The ad ran in the newspaper, the deadline for the applicants to turn in their information was September 15, 2016. If you have any questions, please feel free to call, (843) 383-3015.

All applicants will be sent a copy of this letter as an invitation to come to the meeting and speak on their behalf. **There will be a 5 minute discussion limit per applicant.**

If you will not be able to attend, please make sure there is a representative on your behalf at the meeting. We must have enough people in attendance to form a quorum, which will be four (4) to vote.

The committee members

Kanti Patel – Fairfield Inn

Steve Tinney – Oak Manor

George Atkins – Yogi Bear

Alvin Heatley – Butler Heritage Foundation

Dick Coker – 5th Street Cleaners

Brandy Stellingworth – Darlington Middle School

Sincerely,

Laurie O Lane
Finance Manager

Cc: All H-Tax applicants