



# ACCOMMODATIONS TAX GRANT

## INFORMATION & APPLICATION

### FISCAL YEAR 2024-2025

**Application Due Date:  
March 29, 2024**

*For questions regarding the application  
process, please contact Taylor Gray  
803-550-9545 or [tgray@caycesc.gov](mailto:tgray@caycesc.gov)*



# ACCOMMODATIONS GRANT APPLICATION CHECKLIST

Read grant guidelines

Complete attached application

Provide nonprofit confirmation

Provide current board of  
directors

Provide copy of liability  
insurance

Provide financial statements  
for last three years

Submit application and attachments to:

Email: [tgray@caycesc.gov](mailto:tgray@caycesc.gov)

Mail: City of Cayce

Accommodations Grant Application

1800 12th St.

Cayce, SC 29033

# ACCOMMODATIONS TAX GRANT APPLICATION

— JULY 1, 2024 TO JUNE 30, 2025

## PROJECT INFORMATION

Project/Event Name:

Project/Event Dates:

Project/Event Address/Location:

Amount Requested:

Will the project/event be completed by June 30, 2025?

Yes

No

## ORGANIZATION INFORMATION

Name :

Contact Person :

Phone: :

Address :

City, State, Zip :

Director :

E-Mail: :

Non-Profit  
Status :

Years in  
Business :

Federal ID# :

I have read and understood the City of Cayce Grant Guidelines : Yes No

Any funds awarded in prior years were 100% expended : Yes No N/A

Funding Request Categories (Choose only one):

**Advertising and Promotion:** Funding requests related to chambers of commerce, visitor and convention bureaus, or regional tourism commissions, which have an existing, ongoing tourist promotion program.

**Tourism-Related Expenditures:** All other funding requests, such as events, that promote tourism and travel into Cayce from communities greater than or equal to 50 miles away.

Applicant Signature: \_\_\_\_\_

# ACCOMMODATIONS TAX GRANT APPLICATION

— JULY 1, 2024 TO JUNE 30, 2025

## PROJECT DESCRIPTION (MUST INCLUDE DATES)

## TOURISM INFORMATION

**Estimated number of total attendees anticipated** :

**Estimated number of attendees from outside of Cayce** :

How will the number of tourists will be calculated? (i.e. tickets sales, surveys, license plates, etc.)

How will the funding increase tourism and financially impact Cayce businesses? (Explain)

# ACCOMMODATIONS TAX GRANT APPLICATION

— JULY 1, 2024 TO JUNE 30, 2025

## ITEMIZED PROJECT COSTS

Expense Description	Total Project Amount	Grant Funded Amount
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Total Project Costs:

## ALL SOURCES OF PROJECT FUNDS

Funding Source	Status of Funds	Funding Amount
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Total Project Funds from All Sources:

*Examples of Statuses of Funds: Proposed, Requested, Approved, Received*

# ACCOMMODATIONS TAX GRANT APPLICATION

— JULY 1, 2024 TO JUNE 30, 2025

## OVERNIGHT ACCOMMODATIONS

Please list hotels within the City of Cayce that you will contact to arrange rooms for overnight visitors

Hotel/Motel Name

Hotel/Motel Address

## ADVERTISING/PROMOTION METHODS

Will you be advertising outside a 50-mile radius of Cayce?

Yes

No

Who will be responsible for the advertising?

Applicant

Outside Agency

If you answered "outside agency" above, which agency?

Please list all anticipated advertising methods outside a 50-mile radius:

Advertising Method

Estimated Number

Distribution Range (miles)

*Examples of advertising methods: brochures, print ads, television ads, radio ads, etc.*

# ACCOMMODATIONS TAX GRANT APPLICATION

— JULY 1, 2024 TO JUNE 30, 2025

## STATEMENT OF ASSURANCES/CERTIFICATION

The applicant has reviewed the full FY2024-2025 Cayce Accommodations Tax Grant Information and Application document and understands the accommodations tax law, eligibility criteria, funding guidelines, application process, payment process, and reporting requirements set forth. The applicant hereby certifies that the information submitted as part of this application is accurate and reliable. Any change and/or variation must be reported immediately, otherwise funding may be withheld.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Accommodations Tax".
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- All records pertinent to Accommodations Tax funding shall be retained for a period of three years. All procurement transactions shall be conducted in a manner that provides maximum competition. The grant recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for a private gain for themselves or others. All expenditures must have adequate documentation. All accounting records and supporting documentation shall be available for inspection by the City of Cayce upon request.
- Unspent funding or funding spent in any other way that as described and approved per the applications, must be returned to the City of Cayce.
- No person, on the basis of disability, age, race, color, religion, sex, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funding in whole or in part by Accommodations Tax funds.
- None of the funds, materials, property, or services provided directly or indirectly under Accommodations Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
- The organization will carry liability insurance in the amount of \$ [REDACTED] and agrees to include the City of Cayce as a named insured for the purposes of this project. The organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity, and do hereby indemnify and hold harmless the City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.
- A Final Report of the project will be submitted upon project conclusion, including the items as outlined under the "Reporting Requirements" section of the FY2024-2025 Information and Application document.

Applicant Signature: \_\_\_\_\_

Applicant Name:

Date: