City of Cayce
Hospitality Tax Grant: Information & Application
2017

City of Cayce
1800 12th Street Extension
P.O. Box 2004
Cayce, SC 29171
803-796-9020
www.cityofcayce-sc.gov

Information

The City of Cayce, in August 2014, established a local hospitality tax for the purpose of funding the operation and maintenance of current tourism-related facilities and to fund projects and events that promote quality of life, tourism and recreation. As part of this, the City makes grant funding available to nonprofit organizations hosting events within the Cayce city limits.

Grant funding is available to nonprofit organizations through a competitive application process. Applications for funding are accepted annually during the fall for the following calendar year. Grant awards are finalized by City Council in January, to be spent during the remainder of the year. Additional information about the City of Cayce Hospitality Tax, including the grant application, can be found at: http://www.cityofcayce-sc.gov/htax.asp.

This document includes all information necessary to learn about and apply for a Hospitality Tax grant. Please review the information carefully prior to submitting a grant application.

I. Hospitality Tax Law

According to the South Carolina Local Hospitality Tax Act, the revenue generated by the hospitality tax must be used exclusively for the following purposes (Section 6-1-730):

(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 and renourishment;
(4) highways, roads, streets, and bridges providing access to tourist destinations;
(5) advertisements and promotions related to tourism development; or
(6) water and sewer infrastructure to serve tourism-related demand.

NOTE: A **tourist** is defined as a person who does not reside in but rather enters temporarily, for reasons of recreation or leisure, the jurisdictional boundaries of a municipality for a municipal project or the immediate area of the project for a county project. (Section 6-1-760).

II. Eligibility Criteria

Non-profit organizations are eligible to receive grant funding. Applicants must provide a letter from the IRS confirming nonprofit status **OR** confirmation of registration with the South Carolina Secretary of State's Office as a nonprofit organization.

Grant funding is available only for events located within Cayce city limits. There is currently a moratorium on the approval of any requests for events outside of the City of Cayce.

The City of Cayce **WILL NOT** award Hospitality Tax funds to individuals, fraternity or sorority organizations, religious organizations, or organizations that support and/or endorse political campaigns.

III. Funding Guidelines

The primary purpose of the application MUST be tourism. Priority will be given to projects that:

- Promote dining at restaurants and other eating/drinking establishments in the City of Cayce.
- Promote and highlight the City of Cayce's historic and cultural venues, recreational facilities, and events.

Promotional materials for the event/project (including, but not limited to, brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Cayce Hospitality Tax Funds."

IV. Application Process

Nonprofit organizations interested in applying for Hospitality Tax grant funding must complete a formal application and provide required supporting documentation. Applications for grant funding must be submitted on the City's current Hospitality Tax Grant Application; submissions made on any other form will not be considered. Incomplete applications will not be evaluated. Applications are accepted via email, mail or in-person delivery by close of business on the specified due date.

All applications for funding will be reviewed by City staff and the City Manager. Staff will make recommendations for grant funding to City Council who ultimately make the final determination of grant funding.

Applicants may be required to make a presentation to City Council. Council meetings are normally held on the first Tuesday of each month at 6:00 p.m. in Council Chambers at City Hall. Applicants will be notified if such a presentation is required.

V. Grant Payments

Hospitality Tax grants are reimbursable awards. The City of Cayce issues grant award checks after the submission of a reimbursement request form documenting all related expenses with copies of receipts, invoices and cleared checks. City staff will review all reimbursement requests and documentation against the original grant application and award criteria. Expenses not previously identified in the application will not be reimbursed.

After the reimbursement request form has been approved by the City, a check will be issued to the organization for reimbursement. Project/event vendors will **NOT** be paid by the City of Cayce; checks will be written only to the approved applicant. The approved applicant must submit an IRS Form W-9, Statement of Assurance, and a full budget for the project on file to receive reimbursement. The process of receiving a reimbursement grant check, after receipt and review of reimbursement form, takes approximately 10-14 business days.

If an organization is found to have unspent funding or has spent funding in any other way than as described and approved per the application, the funds must be returned to the City of Cayce.

VI. Reporting Requirements

Within 30 days following completion of the project or event, the applicant must submit a final project report. The report must include:

- number of people that attended the event
- number of attendees from outside the City of Cayce
- how the attendance number was determined (i.e. sign-in log, zip code request, etc.)
- final budget, including both income and expenses
- copies of all advertisements or promotional materials associated with project
- up to five photographs of the project/event, including one photo exhibiting acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds

2017 Hospitality Tax Application

Applications must be received by 5:00 p.m. Friday, November 18.

Please review the full 2017 Hospitality Tax Grant Information and Application packet prior to submitting an application. To apply for a grant:

1. **Complete and sign the Hospitality Tax Application.**
   Incomplete applications will not be evaluated. Please do not use less than size 10 font.

2. **Provide the following required attachments:**
   - Letter from IRS confirming nonprofit status OR confirmation of registration with the South Carolina Secretary of State as a nonprofit organization
   - List of current board of directors
   - Copy of liability insurance
   - Copies of financial statements for the last three years or for the period of time for which the organization has been in operation

3. **Provide the following optional attachments:**
   - One additional page for project description
   - One additional page for budget justification of grant expenditures

4. **Submit three copies of the application and attachments:**
   - Secure each application with a paper or binder clip (no report folders, please)
   - Email, mail or hand deliver the application:
     - E-mail: rmoody@cityofcayce-sc.gov
     - Mail: City of Cayce
       Hospitality Tax Grant Application
       PO Box 2004
       Cayce, SC 29171
     - Hand deliver: Cayce Municipal Complex, 1800 12th Street

For questions regarding the application process, please contact Rachelle Moody: 803-550-9506 or RMoody@cityofcayce-sc.gov

2017 City of Cayce Hospitality Tax Grant Application

Project Information	
Project Name:	
Project Address/Location:	
Project Date(s):	Amount Requested:

Organization Information	
Organization:	
Mailing Address:	
City/State/Zip:	
Phone:	Alternate Phone:
Fax:	E-Mail:
Executive Director:	
Contact Person (if other than Executive Director):	
How many years has this organization existed:	

Project Description

Tourist Information
Estimated number of **total attendees** to be attracted by this project:
Estimated number of attendees **from outside of Cayce** to be attracted:
Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.):
Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Cayce, and how this impact is being determined:

Total Project Costs	
Itemize Total Project Expenses Below	**Amount**
Total Project Cost	

Hospitality Tax Grant Project Costs	
Itemize Hospitality Tax Grant Expenses Below	**Amount**
Amount Requested (must equal Amount Requested on first page of application)	

All Sources of Project Funds		
Source of Funds	**Status of Funds** (Proposed, Requested, Received)	**Amount**
Total		

Statement of Assurances/Certification

The applicant has reviewed the full 2017 Cayce Hospitality Tax Grant Information and Application document and understands the hospitality 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 Hospitality Tax Funds."
- Revenue generated by the project must benefit a community or organization within the Cayce city limits.
- Financial records, support documents, statistical records, and all other records pertinent to Hospitality Tax funding shall be retained for a period of three years. All procurement transactions, regardless of whether negotiated or advertised, 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 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 that has spent in any other way than as described and approved per the application must be returned to the City of Cayce.
- No person, on the basis of race, color, 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 funded in whole or in part by Hospitality Tax funds.
- Employment made by or resulting from Hospitality Tax funding shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under Hospitality Tax funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
- That the organization carries liability insurance in the amount of $_____ and agrees to include the City of Cayce as a named insured for 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 in section VI of the 2017 Information and Application document.

Board Chairperson Signature:	
Board Chairperson Name (printed):	Date:
Executive Director Signature:	
Executive Director Name (printed):	Date: