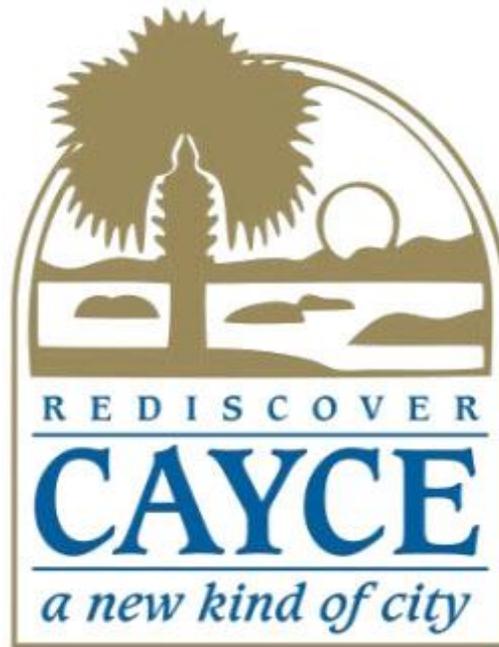


City of Cayce Hospitality Tax Grant Program Policies and Application



City of Cayce
1800 12th Street Extension
Post Office Box 2004
Cayce, South Carolina 29171
www.cityofcayce-sc.gov

INFORMATION

Local 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).

Applicants are discouraged from requesting recurring costs in their application.

The primary purpose of this application MUST be tourism

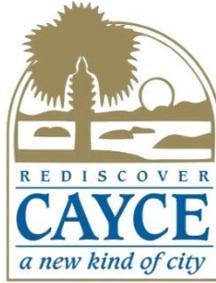
Allocation Criteria

Eligible entities must be non-profits providing a letter from IRS confirming nonprofit status **OR** Confirmation of registration with the SC Secretary of State's Office as a nonprofit.

Funds will be available to approved applicant organizations or events located in City of Cayce. The primary purpose of the application **MUST** be tourism. Currently there is a moratorium on the approval of any requests for organizations for events outside of the City of Cayce.

All applications for funding will be reviewed by City Staff, and the City Manager. After reviewing each application, recommendations will be made to City Council. City Council will make the final determination to accept or reject the recommendation.

Organizations requesting funds 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. A meeting notice will be forwarded to you in advance if recommendations from City of Cayce staff will be considered.



Applicant Procedures and Conditions

- A. Each applicant must include copies of financial statements for the last three (3) years or for the period of time for which the organization has been in operation.
- B. Project or event vendors will **NOT** be paid by the City of Cayce. Checks will be written only to the approved applicant.
- C. 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.
- D. As required by the Hospitality Tax Law, projects to be funded by Hospitality Tax funds must result in the attraction of tourists to the City of Cayce. Projects must benefit tourism in the City of Cayce.
- E. Priority will be given to projects that:
- Promote tourism in the City of Cayce.
 - Promote dining at restaurants and other eating and drinking establishments in the City of Cayce. We ask that applicants state in their final report how they promoted Cayce restaurants at their event(s).
 - Promote and highlight the City of Cayce's historic and cultural venues, recreational facilities, and events.
- F. Within thirty (30) days following completion of the project, applicant must submit an Expenditure Report documenting all related expenses with copies of checks, invoices, and receipts. The report must show (1) the number of people that attended the event, (2) how many people attended that live outside Cayce, (3) information on how this number was determined (such as a sign-in log, counting vehicle tags, etc.) and (4) how did you promote Cayce restaurants. After the Expenditure Report has been reviewed and approved by the City Staff, a check will be issued by the City's Finance Department for reimbursement of the previously approved amount. Request for reimbursement must be on letterhead from the organization funded, including a valid contact number and address.
- G. Requests for reimbursement are received with required backup (copies of invoices/contracts). Checks will not be released without an IRS Form W-9, Statement of Assurance, and a full budget for the project on file. Please note: Other sources of funding must be included in each project budget. The process of receiving a check, after receipt of eligible back up, takes approximately 10-14 business days.

- H. A portion of funding may be obtained in advance with copies of invoice(s). This type of request can only be made twice.
- I. Expenses not previously identified in the Hospitality Tax Grant Application will not be reimbursed.
- J. The sponsoring agency shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.
- K. Unspent funding must be returned to the City of Cayce Hospitality Tax Funds. If your organization is found to have spent funding in any other way than as described and approved per your application, funding must be returned to the City of Cayce Hospitality Tax Funds.
- L. All events must comply with City rules and regulations. Event Coordinator(s) please contact the following:
 - City's Fire Marshal with questions regarding vendor cooking rules and crowd control requirements- 803-550-9523
 - Public Safety for traffic control and security requirements– 803-794-0456
 - Planning and Development office for business license requirements-803-550-9559
- M. All food vendors must charge Cayce's 2% Hospitality Tax and be remitted to the City at the close of your event. See <http://www.cityofcayce-sc.gov/htax.asp> for additional information.

Deadline for Submitting Application Form

For calendar year 2015, applications will be accepted and approved as received. For calendar year 2016, all applications will be due by November 16, 2015. Approvals will be made at the first council meeting in January 2016.



INSTRUCTIONS

PLEASE READ AND REVIEW CAREFULLY!

Instructions for Submitting Application

The application may be e-mailed to tgreenwood@cityofcayce-sc.gov , mailed to Hospitality Tax Grant Application, City of Cayce, PO Box 2004, Cayce, SC 29033, **OR** hand delivered to City Hall, 1800 12th Street.

CHECK THE FOLLOWING BEFORE AND AFTER COMPLETING THE APPLICATION

1. Have you read the Hospitality Tax Law (Section 6-1-730] to ensure your project is eligible for Hospitality Tax funding?
2. Have you provided a detailed list of budget expenditures for your project?
3. Is the information complete and accurate and has “N/A” been entered on items not applicable?
4. Have you attached financial statements for the last three (3) years or for the period of time for which the organization has been in operation if less than three (3) years?
5. Has the application been **SIGNED BY AN AUTHORIZED OFFICER** of the organization?

Applications submitted on any other form will not be considered for funding.

Having read the above instructions, you are now ready to proceed to the Hospitality Tax Grant Application.

CITY OF CAYCE

Hospitality Tax Grant Application

Project Information	
Project Start Date	Amount Requested \$
Project Completion Date	Date Submitted
Project Name	
Project Address/Location	

Organization Information	
Organization	
Mailing Address	
City ST ZIP	
Telephone	Cell
Fax	E-Mail
How long has this organization or corporation existed? _____ Year(s)	

Project Description

Tourist Information

What is the estimated number of tourists to be attracted by this project? _____

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.

Statement of Assurances/Certification

Upon grant application acceptance and funding award, applicant agrees that 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. 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. 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.

Applicant Signature

Printed Applicant Name

Date

Organization Contact Information

Organization

Contact Person

Mailing Address

City ST ZIP

Telephone

Cell

Fax

E-Mail

For Hospitality Tax Advisory Committee Use

