

ACCOMMODATIONS TAX FUND REQUEST GUIDELINES

*Accommodations Tax Funds and Guidelines are established by South Carolina State Law
Under the Accommodations Tax Act as Amended in 1991,
Chapter 4, Title 6, Code of Laws, 1976 (copy attached).*

PLEASE NOTE THE FOLLOWING:

- ◆ Complete the attached application in its entirety. Incomplete applications will not be considered for funding. Applications must be accompanied by the following attachments:
 - One page brief history and mission statement of organization and/or event.
 - Project Budget:
 - A list of anticipated revenues from all sources including the Requested "A" Tax Funds.
 - A list of anticipated expenditures
 - Previous year's budget (if applicable) indicating actual revenues and expenses.
 - Taxpayer identification number, if applicable.

- ◆ Only those events/activities promoting tourism for the City of Newberry will be considered for funding.

- ◆ Organizations requesting funds will be required to make a presentation to the Accommodations Tax Advisory Committee (ATAC). An application review meeting will be scheduled for December 9, 2015 at 3:00 P.M.

- ◆ Prospective applicants requesting funds in the amount of \$500 or more may be required to attend the City of Newberry Council meeting when recommendation from the Accommodation Tax Advisory Committee is being considered.

Council meetings are normally held on the second Tuesday of each month at 7:00 P.M. in Council Chambers at City Hall. A meeting notice will be forwarded to you in advance if recommendations from the ATAC will be considered.

Accommodations Tax Funds Request

Guidelines

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- ◆ Organizations receiving approval of funding must include the “City of Newberry” as a co-sponsor of the event on all print media, radio, and television ads.
- ◆ Funds received must be used for specific event/activity described on the application form.
- ◆ Organizations are required to submit a written report on the outcome of the event and a financial statement indicating how Accommodations Tax funds were used. The written report must include the number of entrants and/or visitors brought into the City of Newberry and the impact on the City of Newberry motel industry. Copies of all print media and listing of radio and/or television ads must be attached to report.
- ◆ Report must be received within 60 days of the close of the event. Requests for subsequent funding will not be considered until report has been received and reviewed by the Accommodations Tax Advisory Committee.
- ◆ Any funds not accounted for must be returned to the City of Newberry at the end of the fiscal year.
- ◆ Return completed application with attachments to:

**City of Newberry
Accommodations Tax Advisory Committee
P. O. Box 538
Newberry, South Carolina 29108
Telephone: (803) 321-1000
Fax: (803) 321-1003**

**CITY OF NEWBERRY
ACCOMMODATIONS TAX FUND REQUEST**

Funding Year 2016 – 2017

Funding provided by the Accommodations Tax Advisory Committee is done so under the provision that the City of Newberry will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc.

Organization: _____

Address: _____

Project Director: _____ Telephone: _____

Address: _____

Project Category (check one)

_____ Tourism advertising and promotion
(Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.)

_____ Tourism-related expenditures
Advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. (See attached law for eligibility criteria).

(Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.)

Description of Project:

**City of Newberry
Accommodations Tax Fund Request**

Benefit to Tourism and Community

Duration of Project: _____

Estimated Cost of Project: _____

Total Accommodations Tax Funds Requested: _____

Comments:

Signature of Project Director

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures.
2. One page brief history of organization, if first-time applicant.

Return completed form to: **City of Newberry
Accommodations Tax Advisory Committee
P. O. Box 538
Newberry, South Carolina 29108**

DEADLINE: Wednesday, December 2, 2015 by 5:00 P.M.

