

February 4, 2016

Enclosed is the City of Cayce Accommodations Tax Funds Request form for the 2016/2017 fiscal year. If you wish to apply for funds for FY16-17, please complete the application and return it by **March 4, 2016**. **Applications will not be accepted after this date.**

If you received funding in FY15-16, you 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 Cayce and the impact on the City of Cayce motel industry. Copies of all print media and listing of radio and/or television ads must be attached to report. **Funding requests for FY16-17 will not be considered until your written report is received and reviewed by the Committee.** A copy of the guidelines is attached for your review.

State Regulations dictate that accommodations tax funds must be used only in specific areas that will benefit Cayce's tourism. These areas are listed under the "Project Category" section of the application. Please complete both pages of Attachment 1 and provide a balance sheet of revenue sources and expenditures for your FY16-17 event.

Accommodations Tax Funds requests must first be reviewed by the City of Cayce Accommodations Tax Advisory Committee. Recommendations for distribution of funds in the Tourism-Related Expenditures category will be based on the percentage of people who travel 50 miles or more to your event/activity. The Committee will forward their recommendations for final review and approval to City Council, which will consider the requests in the course of the FY16-17 budget process. You may be asked to provide additional information on the project to either the Committee or the Council. Approved funds will be distributed after July 31, 2016.

If you have any questions, please feel free to contact me at 550-9520.

Sincerely,

Kara Carmine
Administrative Coordinator

KC/

Enclosures



ACCOMMODATIONS TAX FUND REQUEST GUIDELINES

Accommodations Tax Funds and Guidelines are mandated 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:

The major focus of Accommodations Tax Funds is to place “heads on beds” in Cayce motel/hotel properties and/or to promote tourism in the City of Cayce. Your event and/or activity must meet this requirement in order to be considered for funding.

- 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 of organization and/or event
 - List of requested/anticipated revenues, requested/anticipated expenditures (see Attachment 1)
 - Previous year’s budget (if applicable) indicating actual revenues and expenses
 - Request for taxpayer identification number (if applicable)
- Only those events/activities promoting tourism for the City of Cayce will be considered for funding.
- Organizations requesting funds may be required to make a presentation to the Accommodations Tax Advisory Committee at their regularly scheduled meeting in order to be considered for funding.

Meetings are held on the second Tuesday of each month at 8:00 a.m. at City Hall. If you are required to attend, a meeting notice will be forwarded to you in advance.

- Prospective applicants requesting funds may be required to attend the City of Cayce Council Meeting when recommendation from the Accommodation Tax Advisory Committee is being considered.

Council Meetings are normally held on the first Tuesday of each month at 6:00 p.m. in Council Chambers in the City Hall Complex. If you are required to attend, a meeting notice will be forwarded to you in advance.

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Accommodations Tax Funds Request
Guidelines - Page 2

- **Organizations receiving approval of funding must include the “City of Cayce” as a co-sponsor of the event on all print media, radio, and television ads.**
- **The City of Cayce Welcome Guide must be enclosed in registration packets and/or distributed to event/activity participants.**
- 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. Written report must include the number of entrants and/or visitors brought into the City of Cayce and the impact on the City of Cayce motel industry. **Copies of all print media and listing of radio and/or television ads must be attached to report.**

Please note: You will be required to give a report on the motels/hotels used during your event/activity. It is suggested that you include a question on your registration form in order to obtain this information.

- 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 Cayce at the end of the fiscal year.
- Return completed application with attachments to:
**City of Cayce
Accommodations Tax Advisory Committee
P.O. Box 2004
Cayce, SC 29171-2004
Telephone: 550-9520
Fax: 796-9072**

CITY OF CAYCE
FY 2016/2017
ACCOMMODATIONS TAX PROCESS

Chapter 4, Title 6 of the S.C. Code of Laws provides for the allocation of Accommodations Tax revenues collected by a county or municipality and provides that a portion of the Accommodations Tax be allocated by the municipality or county to be used for "tourism related expenditures." These expenditures are defined as follows:

1. Advertising and promotion of tourism.
2. Promotion of the Arts and Cultural events.
3. Construction, maintenance, and operation of facilities for civic and cultural activities, including construction and maintenance of access and other nearby roads and utilities for such facilities.
4. The criminal justice system, law enforcement, fire protection, solid waste collections and health facilities when required to serve tourists and tourist facilities.
5. Public facilities, such as restrooms, dressing rooms, parks and parking lots.
6. Tourist shuttle transportation.
7. Operating Visitor Information Centers.

The attached application is provided by the City of Cayce for use by organizations to request Accommodations Tax funds for FY2016-2017. The deadline for submission of Accommodations Tax applications is **Friday, March 4, 2016**. Applications will be reviewed by an advisory committee. Funding recommendations then will be submitted to City Council for consideration.

Applicants are required to submit a written report on the outcome of the event and a financial statement indicating how Accommodations Tax funds were used. Written report must include the number of entrants and/or visitors brought to the City of Cayce and the impact on the City of Cayce motel industry. Copies of all print media and listing of radio and/or television ads must be attached to the report.

Please note: At the conclusion of your event, you will be required to give a report on the motels and restaurants used during your event/activity. It is suggested that you include a questions on your registration form in order to obtain this information.

Eligible applicants include public and private non-profit organizations that meet the organizational requirements established by the city. The following minimum eligibility documentation **must** be included/attached to applications:

- Applicant Federal ID number
- Certificate of Incorporation/Charter
- IRS 501(C) (3) or 501 (d) certification letter (non-profits); and
- S.C. Secretary of State's public charity registration letter (non-profits).

No grant can be made to a private for-profit organization to be expended by the organization for its own event. Grants will not be made to non-profit organizations for projects which will primarily benefit one or a very few or an exclusive group of for-profit organizations.



CITY OF CAYCE
ACCOMMODATIONS TAX FUND REQUEST
FY 2016-2017

Funding provided by Accommodations Tax must be used for promotion and advertising specifically designed to bring tourists to the City of Cayce and is done so under the provision that the City of Cayce will be listed as a co-sponsor on all advertising including, but not limited to, print media, radio spots, television ads, etc. Funds can only be given if it is more likely that you will attract people to stay overnight in City of Cayce local motels and frequent City of Cayce restaurants.

- 1. **The Applicant** must be a public or private non-profit organization. Provide Federal ID number and non-profit status for applicant and the name, address, phone, number, address, and email of the contact person for the project. **Attach** a copy of the applicant’s 501 (C) (3) certification letter **and** a copy of a current Secretary of State charity registration letter.

Applicant/Organization _____

Federal ID No. _____ Non-Profit Status: _____

Contact Person _____ Telephone _____

Address _____

Email _____

2. **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**

(Definition: Tourism/tourist means the action and activities of people taking trips 50 miles outside their home communities for any purpose, except daily commuting to and from work.) Tourism-related expenditures include 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. **Distribution of funds will be based on the percentage of visitors who travel 50 or more miles from outside your community to attend or visit your event, activity, or facility.**

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.

6. Estimated Cost of Project _____

7. Total Accommodations Tax Funds Requested for FY16-17 \$ _____

Signature of Applicant

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures (Attachment 1, pages 1 and 2).
2. One page brief history of organization, if first-time applicant.
3. Copy of your IRS 501 (C) (3) certification letter.
4. Copy of a current South Carolina Secretary of State charity registration letter.

Submit completed application form and required attachments to:

**City of Cayce
ATTN: KARA CARMINE
P.O. Box 2004
Cayce, SC 29171-2004
or
Fax to 803-796-9072**

DEADLINE IS FRIDAY, MARCH 4, 2016

**Complete application form and attachments can also be dropped of at
City Hall
1800 12th Street**

For Office Use Only

Date Received _____

Council Action Date _____

Recommendation _____

Amount Approved _____

Date of Recommendation _____

