

TO CITY OF BELTON HOSPITALITY TAX FUND APPLICANTS

Please read and review the following documents as part of the Application Package: Application Guidelines, Application Final Criteria, Hospitality Tax Application, and IRS Form W-9.

Applicants seeking hospitality tax funding for fiscal year 2015–2016 must submit completed applications no later than **12 noon, May 01, 2015** for consideration by the Belton City Council. Late and incomplete applications will not be considered.

Please pay careful attention to the application guidelines before you begin your application.

INTRODUCTION

Please carefully read the guidelines before preparing your application. The guidelines are meant to introduce applicants to the purpose and procedures associated with Hospitality Tax funding. They will assist you in determining whether your projects and/or programs are eligible for Hospitality Tax funding. In addition to reading the guidelines, it is important that you review the compliance information application form before you begin preparation.

I. LOCAL Hospitality Tax Laws (Section 6–1-730):

The revenue generated by the collection of hospitality taxes must be used solely for the following purposes:

- A.** Tourism – related buildings, including, but not limited to: Civic Center’s, coliseum’s and aquariums.
- B.** Tourism – related cultural, recreational, and historic facilities.
- C.** Beach access and re-nourishment.
- D.** Highways, roads, streets, and bridges providing access to tourist destinations.
- E.** Advertising and promotions related to the development of tourism.
- F.** Water and sewer infrastructure to serve tourism related demand.

In a county where at least \$900,000 in accommodations taxes is collected annually (pursuant to Section 12–36–920), revenues of the hospitality tax authorized in this article may be used for the operation and maintenance of those items provided in (A) through (F), including: police, fire, emergency medical services, and emergency preparedness operations directly attended to those facilities.

The Belton City Council has determined a tourist to be anyone traveling from outside of the city limits.

Funding for salaries of any kind will be determined on an individual basis.

II. PROCEDURES AND CONDITIONS FOR FUNDING:

A. All organizations are required to send one representative to an Orientation Workshop each year prior to the application for Hospitality Tax Funds or meet with the City Administrator. The Orientation Workshop will be provided by the staff of the City of Belton. If an organization fails to attend the Orientation Workshop or meet with the City Administrator, Hospitality Tax Fund applications will not be reviewed until such a time as they have completed the workshop. The Orientation Workshop is **MANDATORY**.

B. Belton City Council will review each application after receipt. Applicants should be prepared to make a five (5) minute oral presentation of the funding request to the City Council. Presentations will be scheduled at a later date. You will be notified of the specific date and time.

C. Belton City Council will review all requests for final approval. The Hospitality Fund balances and awards will be made public through the city's website.

D. Notification of funding results would be sent to applicants during the third quarter of 2015–2016.

E. If your funding request is granted please be advised that the Hospitality Tax funding carries the following condition.

- The city has the right to audit the organizations funded. (Example: looking at their books or attending the events). This includes access to all records of expenditures.
- Recipient organizations agree to ongoing evaluations by city staff. The goal of these evaluations is to encourage self-sufficiency for each organization or program funded through the use of additional or alternative funding sources.
- All projects must be completed during the fiscal year in which they are funded. Fiscal year 2015–2016 begins July 1, 2015 and ends on June 30, 2016.

III. RULES FOR DISBURSEMENT OF FUNDS:

A. Statement of assurance accompanying award notification must be signed and returned.

B. Attendance at the Orientation Workshop or meeting with the City Administrator must be verified. (TBD)

C. Reimbursement for project expenses requires the submission of invoices verifying expenditures. Expenditures must be consistent with the application budget. Only goods and services that comply with the hospitality tax guidelines and state law are reimbursable. Reimbursement checks will be written only to the applicant. Invoices for reimbursements should be submitted to the City of Belton with a written request for funding.

Eligible expenditures are:

- Advertising/promotions/marketing (designing, printing, postage for items mailed to attract tourists)

- Municipal services/Security
- Entertainment/Speakers/Guest Artists Instructors

Some of the expenditures **NOT eligible** are: Any rentals, items given to tourist once they are here (T-shirts, cups, trophies. etc., insurance or licenses, invoices outside the funding year, salaries (other than previously mentioned), transportation or accommodations, and food or beverage.

D. Request for reimbursement must be on letterhead from the organization funded, including a valid contact number and address.

E. Request received with required backup (copies of invoices/contracts). The City Council decided that “**tourism development**” would be anything involving bringing tourist into the city are providing essential services while they are here.

F. 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 backup, takes approximately 10–14 business days.

G. Quarterly allocations are made when applicable. A portion of funding may be obtained in advance but backup must be submitted within 30 days after the event.

H. All disbursement requests must be received by May 01, 2015 for 2015–2016 fiscal year funding.

- All requests for funding and/or request to carry forward funding **MUST** be received by May 1st of the funding year. If March 1st falls on a Saturday or Sunday, the deadline will be the following Monday.
- Request received within five (5) days after deadline will result in a 10% deduction of dollars available.
- Request received within 6–10 days after deadline will result in 20% deduction of dollars available.
- Request received after 10 day period will not be processed and dollars will not be available.
- The second year and organization is late with request for year and the penalties would double (request received within 5 days after deadline will result in a 20% deduction of available dollars, request received 6–10 days after deadline will result in a 40% deduction of available dollars in the funding request is not considered the third time an organization is late for year-end request.)

I. Full reimbursement for all projects is dependent on the receipt of expected hospitality tax revenues from the State of South Carolina. Any decision or lower-than-expected funding could affect project reimbursement. If funding received is less than budgeted, project

reimbursements will be reduced on a pro-rata basis or as otherwise determined. Project Directors should remember this and developing project budgets.

IV. INSTRUCTIONS FOR SUBMITTING AN APPLICATION:

- A.** Completed applications must be submitted no later than 12 noon, May 01, 2015.
- B.** Submit your original application nine (9) copies with standard three holes punched to City Hall.
- C.** Original application and copies should include the following required attachments:
- a detailed budget for the project (not the organization) for which you are requesting funds;
 - a project specific Income and Expense statement for same or similar project for the previous funding year;
 - Current financial statement;
 - W-9 form;
 - a copy of your 990 Tax Form (if applicable);
 - a list of current board members;
 - a list of all paid staff members, indicate full or part-time;
 - a list of food/beverage vendors scheduled for the current project (if applicable);
 - a sustainability plan for your organization/event.

Use only binder clips or paperclips.

V. REQUESTING MORE INFORMATION:

If you have any questions or concerns about hospitality tax funding or the allocation process, please contact the City Administrator at (864) 338-7773.

VI. FINAL CRITERIA BEFORE SUBMITTING APPLICATION:

- Typically, the organization must be a nonprofit with documentation from South Carolina Secretary of State's Office. This is City of Belton's Hospitality Tax funding and projects must be within the city limits.
- Project must be completed during the fiscal year between July 1, 2015 and June 30, 2016.
- Have you considered or investigated funding sources other than the City of Belton?
- Have you verified that all contact information is complete and accurate? The contact person listed along with the mailing address, phone number, email address, etc. will be used for our records and all information we send out. If at any time the contact

information changes, it is required that you contact the City of Belton with the updated information.

- Have you attached the required support materials (Section K of the application)?
- Have you made nine (9) copies of the application and required attachments plus the original application with the required attachments? Please use the front and back for copies of application.
- Are the original and all copies three hole punched? Do not use 3-ring binders, folders, staples or bind the application or copies in any way other than binder clips or paperclips.

CITY OF BELTON
HOSPITALITY TAX APPLICATION

Due May 1st No later than 12 noon

Please read carefully, changes have been made.

Information must fit in the space provided or on a separate sheet of paper. PLEASE DO NOT ALTER THE APPLICATION.

A. Amount you are requesting: \$ _____

Date Submitted: _____

Amount Funded last year: \$ _____

B. PROJECT INFORMATION

Project Name: _____

Date(s) of Event: _____ (Must be a secured date)

Location of Event: _____ (Attach Documentation of Venue)

C. PROJECT INFORMATION *Please attach Proof of Status*****

Sponsor Organization: _____ (As listed on W-9 Form)

Contact Name and Title: _____

Address _____

Phone Number: _____ Email: _____

Web Address: _____

Tax Status: ___ Tax Exempt Charitable Organization ___ Governmental Tax Exempt

 ___ Church/Religious Organization ___ Other Non-Profit (Specify Status)

 ___ S corp. ___ LLC ___ LLP

D. BRIEF DESCRIPTION OF PROJECT

E. PREVIOUS ATTENDANCE

What was the overall attendance for your project or event in previous years? If applicable, provide food and beverage sales. **Note: If your project or event is new, please skip to section**

	Attendance	Food Sales	Beverage Sales
FY 2011-2012			
FY 2012-2013			
FY 2013-2014			

What is your method of tracking attendance?

F. PROJECTED ATTENDANCE

How many people do you estimate will attend the project that you are requesting Hospitality Tax funding for and fiscal year 2015 through 2016?

G. TOURIST ATTENDANCE

One goal of the Hospitality Tax is to attract tourists. A tourist is defined as **“someone who travels from outside the city limits.”** What percentage of your overall attendance (listed above and sections E and F) are tourists?

H. RELATED EXPENDITURES

Please check all types of expenditures related to your project.

- Advertising and Promotion Related to Tourism Development
- Tourism – Related Cultural, Recreational or Historic Facilities
- Tourism – Related Buildings

I. PROJECT EXPENSES (must match “Requested Amount” in section “A”)

Detail how requested Hospitality Tax funds will be expended. This section is for eligible expenditures, please do not list the entire project budget.

***Eligible expenditures are: advertising/marketing/promotions, entertainment, and security.**

Detail Items	Dollar Amount
Total Request	\$

J. What percentage an actual dollar amount of your total Hospitality Tax allocation goes to direct out of market marketing? _____%

K. PROJECT INCOME- list ALL sources of funds for the proposed project or facility.

Source of Funds	Status of Funds	Dollar Amount
	Requested:	
Total Budget		\$

L. What percentage of your organizational budget is your Hospitality Tax allocation? _____%

M. REQUIRED ATTACHMENTS

Submit the following required documents as attachments to your funding request:

- 1) A detailed budget for the project (not the organization) for which you are requesting city funding.

- 2) An event specific Income and Expense statement for same or similar project for the previous funding year.
- 3) Current financial statement.
- 4) W-9 form.
- 5) A copy of your 990 – Tax Form (if applicable).
- 6) A list of your current board members.
- 7) A list of all paid staff members, indicate full or part-time.
- 8) List of food/beverage vendors for festivals and events (if applicable).
- 9) A sustainability plan for your organizations/event.

Completed applications (original and required attachments plus nine copies (9) of application and required attachments) are due by **May 01, 2015 at 12 noon.**

PLEASE USE FRONT AND BACK FOR COPIES OF APPLICATION AND REQUIRED ATTACHMENTS

N. COMPLIANCE INFORMATION

In the event that you receive a grant award, the information requested in this section will aid the City of Belton in documenting compliance with state statutes governing the expenditure of Hospitality Tax funding.

- 1. How long has this organization been in existence?
- 2. Is this organization currently chartered as a private, nonprofit organization under South Carolina law? YES NO Date of Charter _____
- 3. Does this organization have an IRS Determination Letter and/or a Federal Identification Number? YES NO Federal ID# _____ Date of Letter _____

STATEMENT OF ASSURANCES/CERTIFICATION

Upon grant application acceptance and funding award, the 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 advertise and without regard to dollar value, shall be conducted in a manner so as to provide maximum open free competition. The funding 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 Belton 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 funding 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.

Signature of Applicant (must be an officer of the organization)

Title

Print Name _____

Signature of Witness

Date