



Hospitality Tax Grants Guidelines & Application

TO CITY OF BELTON HOSPITALITY TAX APPLICANTS:

The City of Belton supports organizations that contribute to the quality of life of our citizens by sponsoring, planning, or hosting recreational and cultural events or managing those destinations that will attract tourists to spend time in Belton, promote the uniqueness of Belton and return for repeat visits. The City began collecting the Hospitality Tax to show our commitment to such community organizations and to support their efforts.

INTRODUCTION:

The guidelines and application are designed so that you fully understand the intent of the Hospitality Tax and intended use within the City of Belton. Please carefully read the guidelines and complete the application in its entirety. Incomplete applications will not be considered. The guidelines 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 before you begin preparation. The application is meant to determine the project/event budget, how Hospitality Tax dollars will be used, and the number of attendees.

A. LOCAL HOSPITALITY TAX LAWS (Section 6-1-730):

Hospitality Tax Grants are available to eligible projects through revenue collected by the City from the 2% Hospitality Tax on the sale of all prepared foods and beverages served within the City of Belton.

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

1. Tourism – related buildings, including, but not limited to: Civic Center's, coliseum's and aquariums.
2. Tourism – related cultural, recreational, and historic facilities.
3. Beach access and re-nourishment.
4. Highways, roads, streets, and bridges providing access to tourist destinations.
5. Advertising and promotions related to the development of tourism.
6. 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 defines a tourist to be anyone traveling from outside of the city limits.

"Tourism development" is considered anything involving bringing tourist into the city or providing essential services while they are here.

"Promotion and Marketing" should be designed to create an interest and demand in a location or event, entice individuals to visit and participate, and satisfy them so they return.

B. CONDITIONS FOR FUNDING:

1. Organizations must be a nonprofit with an operational board and documentation from the South Carolina Secretary of State and be in good standing with both the State and IRS.
2. City Hospitality Tax Grants are awarded to eligible projects that physically take place within City limits of City of Belton.
3. The event must "attract" and/or "provide for tourists."

C. PROCEDURES:

1. Belton City Council will review each application for completeness and to see if it meets the basic intent of the statute 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.
2. In order to apply for funds, a firm date must be set for the event (a date cannot be tentative) and a firm venue secured. Written confirmation of the secured venue should be provided along with application.
3. Belton City Council will review all requests for final approval and awards will be made public through the City's website. Notification of funding will also be sent to the applicant.
4. The Grant Reporting Form must be submitted 30 days after the end of the event to be eligible for future funding.
5. 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 years begin July 1 end on June 30.

D. RULES FOR DISBURSEMENT OF FUNDS:

1. Reimbursement for project expenses requires the submission of invoices verifying expenditures.
2. Expenditures must be consistent with the application budget.
3. Only goods and services that comply with the Hospitality Tax Guidelines and State Law are reimbursable.
4. Reimbursement checks will be written only to the applicant.
5. Hospitality Tax Grant Reporting and Reimbursement Request Form should be completed and accompanying eligible invoices for reimbursements should be submitted to the City of Belton.

Eligible expenditures:

- Advertising/promotions/marketing (designing, printing, postage for items mailed to attract tourists)
- Municipal services/Security
- Entertainment/Speakers/Guess Artists Instructor
- Infrastructure improvements

Ineligible expenditures:

- Any rentals,
- Items given to tourist once they are here (T-shirts, cups, trophies. etc.),
- Insurance or licenses, invoices outside the funding year, salaries,
- Transportation or accommodations,
- Food or beverages,

6. Checks will not be released without an IRS form W-9, Statement of Assurance, and completed Grant Reporting Form on file. The process of receiving a check, after receipt of eligible back up, takes approximately 10-14 business days.
7. 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.
8. ALL request for funding and/or request to carry forward funding **MUST** be received by May 1st of the funding year. If May 1st falls on a Saturday or Sunday, the deadline will be the following Monday.
9. **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.**

E. INSTRUCTIONS FOR SUBMITTING AN APPLICATION:

Completed applications must be submitted no later than **12 noon, April 2.**

Submit your original application and nine (9) copies with standard three holes punched to City Hall, 306 Anderson Street, Belton, South Carolina, 29627.

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, if applicable;
- Current financial statement;
- IRS Determination Letter, (if applicable);
- 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 or indicate if no paid staff;
- A list of food/beverage vendors scheduled for the current project (if applicable);
- A sustainability plan for your organization/event.

F. 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 Ext 100.



CITY OF BELTON, SC

HOSPITALITY TAX APPLICATION

Due April 2 by 12 noon

Office Use Only	
Date Received:	_____
Amt Requested:	_____
Amt Funded:	_____

Application is per project. If you have multiple projects you are requesting funding for, please complete a separate application for each project. PLEASE DO NOT ALTER APPLICATION.

A. Amount you are requesting: \$ _____

B. Project Name: _____

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

Location of Event: _____ (Attach Documentation of Venue)

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

Contact Name and Title: _____

Address _____

Phone Number: _____ Email: _____

Tax Status: _____ Years/Months in Existence _____

Federal ID Number: _____

Are you in good standing with both Secretary of State and IRS? _____

D. Provide a description of proposed project or activities for which funds are requested and the timetable for implementation:

E. How does this project attract visitors to the area and promote tourism?

F. Estimated Total Attendance: _____

Of this total attendance, what is the estimated number of "tourists" (non-residents) attending the event? _____

How will you measure where your visitors will come from?

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G. Financial Information: Total Project Budget \$ _____

Please attach a copy of your budget report detailing all expenses and revenues for this project.

1. EXPENSES: How are funds spent for this project? What are your total expenses?
2. REVENUES: How is this project funded? What are your total revenues for this project? You must list all funding sources for this project. Some examples include:
 - Accommodations Tax Grant (county)
 - Foundations Grant(s) and Individual Contributions
 - Entry Fees/Admissions, Sold Services or Concessions/Merchandise
 - Sponsorships Sold or Space Rental Fees
 - Special Event Fundraisers

H. Detail how requested Hospitality Tax funds from City of Belton will be spent. This section is for eligible expenditures, use the following categories:

Statutory Category for Funding	Amount
Printing/Publications (designing, printing, postage for items mailed to attract tourist)	
Advertising/Promotions/Marketing (design cost, air time, etc.)	
Entertainment/Speakers/Guest Artist or Instructors	
Municipal services/Security (specify)	
Infrastructure improvements (specify)	
Total Requested	\$

I. 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