

**FY 2019 / 2020**

## **ACCOMMODATIONS 2% TAX**



### **FOCUS INTERVIEW PRESENTATION ON ITEMS BELOW:**

- What are your other funding sources?
- What was your previous year's operating budget?
- How is your project/event going to benefit tourism in Beaufort County?
- How many people attended your last event?
- How did you determine this number?
- If this is the first year for the event, how many people are you projecting? How did you arrive at this projection?
- Of those who attended last year, what percentage, how many come from outside the County? How did you determine this number?
- Would you agree to advertise jointly with other organizations?
- Please have an event or program plan available to substantiate your funding request.
- Have you expended all the money appropriated to you in the past? If not, please explain.
- What is the timeframe for expenditure of the funds?

### ***Schedule:***

June 28, 2019

- News release distributed announcing application process

June 28, 2019

- Accommodations Tax application available at [beaufortcountysc.gov](http://beaufortcountysc.gov)

September 9, 2019

- Accommodations Tax applications due and sent to A-Tax Board

October 7, 2019

- Finance Committee determines allocation of funds

October 16, 2019

- Applicants appear before the A-Tax Board

October 23, 2019

- A-Tax Board final recommendations completed

November 4, 2019

- A-Tax Board provides recommendations to Finance Committee

November 4, 2019

- Finance Committee recommendations to County Council

### **NOTE:**

- **Failure to appear at your interview will result in zero allocation.**
- **Applicants who have not received the interview schedule by October 4, 2019, please email [atax@bcgov.net](mailto:atax@bcgov.net)**
- **Applicants are responsible for confirming receipt of their entire application package prior to the deadline.**

Effective: June 28, 2019



## Accommodations Tax (2% State) Application

**Due:** Monday, September 9, 2019

**No Later Than 5:00 p.m.**

Event / Project:

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Organization Sponsoring Event:

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Organization Mailing Address:

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Organization Email Address:

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Organization Telephone Number:

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Amount Requested:

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Date Funds Needed:

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Location of Specific Event / Project:

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1. Describe the proposed event/project in detail. This description must include the event/project title, timing, and financial results/costs, other sources of revenue for the event/project and how your organization supports/manages the project/event.
2. Provide a **detailed budget** for the event/project (to include a detail of all revenues and expenses associated with the event/project).
3. Provide specific information concerning the number of tourists generated by your event/project. Please include a description of the method used to determine the tourism impact.
4. Please provide a detailed budget, including receipts, for last year's event/project if the Board allocated funds to your organization previously. Failure to do so will render your application ineligible for current year funding.
5. Provide a copy of your organization's audited financial statements for the last two years.

**Note:** By submitting this application, the organization certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion, or language, and that all funds that may be received by the applicant organization from Beaufort County, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the *South Carolina Code of Laws* regarding Allocations of Accommodations Tax Revenues.

*The South Carolina Freedom of Information Act defines a "public body" as any organization or corporation supported in whole or in part by public funds or expending public funds. Your organization's acceptance of public funds from Beaufort County may cause your organization to come within the meaning of "public body" as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.*

## FINANCIAL INFORMATION

1. Federal Tax ID Number (Example: 12-3456789)

2. Is your organization tax exempt? If so, please provide a copy of your determination letter.

3. What is your fiscal year (12-month accounting period)?

4. Are your financial statements based on an accrual basis (accounted for when transaction occurs) or on a cash basis (accounted for when cash is received or paid)?

5. If there has been a significant change in revenues or expenses from prior periods, please explain.

**NOTE:**

***Please attach all documentation to the e-mail and send with this application.***

***If your document(s) exceed 12 megabytes, you will need to send them in separate e-mails. (There is a 12 megabyte size limit on e-mail attachments.)***

***Please include in the subject box how many e-mails we should anticipate from your organization (example: e-mail 1 of 2, e-mail 2 of 2, etc.)***

***E-mail documents to [atax@bcgov.net](mailto:atax@bcgov.net)***

Submit