



Accommodations Tax Grant Letter of Introduction

The City of York is accepting applications for the Accommodations Tax Grant for fiscal year 2023-2024. Accommodations Tax Grants are provided to eligible projects through revenue received by the City for its share of the 2% lodging tax levied by the State of South Carolina. These monies can only be used for activities related to tourism in the following categories:

1. Advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;
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 the nearby roads and utilities for the facilities;
4. The criminal justice system, law enforcement, fire protection, solid waste collection and health facilities when required to serve tourists and tourist facilities. This is based on the estimated percentage of cost directly attributed by tourists;
5. Public facilities such as restrooms, dressing rooms, parks, and parking lots;
6. Tourist shuttle transportation;
7. Control and repair of waterfront erosion, including beach re-nourishment; and
8. The operating of visitor information centers.

An Accommodations Tax Advisory Committee, mandated by the State of South Carolina, reviews applications and makes recommendations to City Council for the award of these funds. These expenditures are also reviewed by the State of South Carolina's Tourism Expenditure Review Committee (TERC) who looks to distinguish between events attended primarily by those in the local community from those events that are designed for and attended primarily by non-residents who come from outside the community. Submission of an application does not guarantee funding.

Procedures and Conditions for Grant Recipients:

1. Submit the Accommodations Tax Grant Application no later than Friday, January 26, 2024.
2. Entities applying must be a nonprofit organization or represent a nonprofit organization.
3. Applicants must provide a 20% match in funds. In-kind labor and contributions can be used toward the match.
4. Applicants must provide a budget showing revenues and expenditures when submitting their applications and a closing report with actual revenues and expenditures within 30 days of the event.
5. Any violation of the guidelines by the applicant shall result in the following:
 - a) All funds received by the applicant shall be immediately returned to the city.
 - b) The applicant shall be prohibited from applying for future discretionary funds.

All City of York Code of Ordinances are available online at www.yorksc.gov,

For detailed information regarding how State Accommodations Tax Funds may be spent, please refer to Section 6-4-10 of the South Carolina Code of Laws and the Department of Revenue's official advisory opinion contained in SC REVENUE RULING #98-22. This information is available online at www.scstatehouse.gov.



**CITY OF YORK ACCOMMODATIONS TAX GRANT APPLICATION
FY 23-24**



Application Deadline: Friday, January 26, 2024, 5 PM

Note: Based on SC ATAX Law Requirements, approved projects requesting fund for applicable expenditures will be funded at an 80%/20% match.

Mail Completed application to:

City of York
Attn: Rebecca Mestas, Community Engagement Director
P.O. Box 500
York, SC 29745

Name of Event: _____

Date of Application: _____ Amount Requested: _____

Tourism Related Expenditure Category 1-8:
(see introduction letter) _____

Organization Name: _____

Address: _____

Tax Status (check one):

- Tax-exempt charitable organization Governmental tax-exempt unit
- Church/Religious Organization Other non-profit (specify status)

Federal Employee Identification Number (FEIN): _____

Person Submitting Request:

Name: _____

Position _____

Email Address: _____

Telephone: _____ Fax: _____

Have you received funding for this event from any other source?
(circle one)

Yes

No

If yes, please explain below:

Total expected attendance:

Number of Tourists/Visitors Expected*:

*According to Section 6-4-5 (a)(4), "travel" and "tourism" mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

How do you measure attendance and determine how many visitors attend your event?

Is City support required? If so, describe requirements expected, including personnel (i.e. Police Department, Code Enforcement, etc.) and the estimated cost of such activities. Is this cost included in the Accommodations Tax Grant request? Rates for police, fire, and sanitation are available upon request.

STATEMENT OF ASSURANCES

If this grant application is awarded funding, _____ agrees that:
(Name of Organization)

1. Financial records, support documents, statistical records, and all other records pertinent to Grant funding shall be retained for a period of three years.
2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner to provide maximum competition.
3. 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.
4. All expenditures must have adequate documentation.
5. All accounting records and supporting documentation shall be available for inspection by the City of York upon request.
6. 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 funded in whole or part by Grant funds.
7. Employment made by or resulting from Grant funding from the City of York shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin.
8. None of the funds, materials, property, or services provided directly or indirectly under Grant funding from the City of York shall be used for any political activity, or to further the election or defeat of any candidate for public office.

Signed: _____
Applicant Authorized Official Signature

Signed: _____
Signature of Witness

Date: _____