

**CITY OF LANCASTER**

**Hospitality Tax Grant Program**



**INFORMATION AND APPLICATIO** **N**

City of Lancaster

216 South Catawba Street

Lancaster, South Carolina

[www.lancastercitysc.com](http://www.lancastercitysc.com)

**INFORMATION**

**Local Hospitality Tax Law**

According to the South Carolina Local Hospitality Tax Act, the revenue generated by the hospitality tax must be used exclusively for the following purposes (Section 6-1-730]:

(1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;

(2) tourism-related cultural, recreational, or historic facilities;

(3) beach access and renourishment;

(4) highways, roads, streets, and bridges providing access to tourist destinations;

(5) advertisements and promotions related to tourism development; or

(6) water and sewer infrastructure to serve tourism-related demand.

NOTE: A **tourist** is defined as a person who does not reside in but rather enters temporarily, for reasons of recreation or leisure, the jurisdictional boundaries of a municipality for a municipal project or the immediate area of the project for a county project. (Section 6-1-760).

**Applicants are discouraged from requesting recurring costs in their application.**

**The primary purpose of this application MUST be tourism**

**Allocation Criteria**

Funds will be available to approved applicant organizations located in City of Lancaster. The primary purpose of the application MUST be tourism. Only one approved application per organization per fiscal year will be allowed.

All applications for funding will be reviewed by the Support Services Standing Committee, and the City Administrator, along with legal assistance from the City Attorney. After reviewing each application, recommendations will be made to City Council. Council will make the final determination to accept or reject the recommendation. If the application is accepted, a check will be issued to the applicant for the amount approved by Council.



**Applicant Procedures and Conditions**

A. Each applicant must include copies of financial statements for the last three (3) years or for the period of time for which the organization has been in operation. Applicant organizations must have been in existence for at least one (1) year prior to requesting funds.

B. Project or event vendors will **NOT** be paid by the City of Lancaster. Checks will be written only to the approved applicant.

C. The City of Lancaster **WILL NOT** award Hospitality Tax funds to individuals, fraternity or sorority organizations, religious organizations, or organizations that support and/or endorse political campaigns.

D. As required by the Hospitality Tax Law, projects to be funded by Hospitality Tax funds must result in the attraction of tourists to the City of Lancaster. Projects must benefit tourism in the City of Lancaster.

E. Priority will be given to projects that:

* Promote tourism in the City of Lancaster.
* Promote dining at restaurants and other eating and drinking establishments in the City of Lancaster.
* Promote and highlight the City of Lancaster’s historic and cultural venues, recreational facilities, and events.

F. Within thirty (30) days following completion of the project, applicant must submit an Expenditure Report documenting all related expenses with copies of checks, invoices, and receipts. The report must show (1) the number of people that attended the event, (2) how many people attended that live outside Lancaster, and (3) information on how this number was determined (such as a sign-in log, counting vehicle tags, etc.). A form for this purpose will be provided.

**Deadline for Submitting Application Form**

Applications must be submitted by the deadline date below to be considered in the fiscal year.

Submitted **no later than February 1, 2017** to be considered for the fiscal year 2016-2017.



**INSTRUCTIONS**

**PLEASE READ AND REVIEW CAREFULLY!**

**Instructions for Submitting Application**

If **manually** completing application, PRINT application and hand-write or type all requested information. The application may be faxed to 803-286-6111, mailed to Hospitality Tax Grant Application, City of Lancaster, PO Box 1149, Lancaster, SC 29721-1149, **OR** hand delivered to City Hall, 216 South Catawba Street.

If **electronically** completing application, SAVE application to your computer. Use the *Tab* key to proceed through the fields to enter all requested information. The application may be e-mailed to tmeeks@lancastercitysc.com, faxed to 803-286-6111, mailed to Hospitality Tax Grant Application, City of Lancaster, PO Box 1149, Lancaster, SC 29721-1149, **OR** hand delivered to City Hall, 216 South Catawba Street.

**CHECK THE FOLLOWING** **BEFORE AND AFTER COMPLETING THE APPLICATION**

1. Have you read the Hospitality Tax Law (Section 6-1-730] to ensure your project is eligible for Hospitality Tax funding?
2. Have you provided a detailed list of budget expenditures for your project?
3. Is the information complete and accurate and has “N/A” been entered on items not applicable?
4. Have you attached financial statements for the last three (3) years or for the period of time for which the organization has been in operation if less than three (3) years? (The organization must have been in operation for at least one (1) year.)
5. Has the application been **SIGNED BY AN AUTHORIZED OFFICER** of the organization**?**

**Applications submitted on any other form will not be considered for funding.**

**Having read the above instructions, you are now ready to proceed to the Hospitality Tax Grant Application.**

**CITY OF LANCASTER**

# **Hospitality Tax Grant Application**

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| **Project Information** |
| Project Start Date       | Amount Requested $  |
| Project Completion Date       | Date Submitted  |
| Project Name  |
| Project Address/Location       |

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| Organization Information |
| Organization       |
| Mailing Address  |
| City ST ZIP  |
| Telephone  | Cell  |
| Fax  | E-Mail  |
| How long has this organization or corporation existed?  Year(s) **(Must be at least one year.)** |

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| Project Description |
|       |
| Tourist Information |
| What is the estimated number of tourists to be attracted by this project?         |
| Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.).      |
| Explain how the requested dollars will increase tourists.      |
| What is the anticipated financial impact of this project on tourism-related businesses in the City of Lancaster?      |
| Explain how this financial impact was determined.      |

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| Itemize Total Expected Project Costs |
| **Itemize Total Expenses Below** | **Dollar Amount** |
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| Total Cost of Project |       |

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| Detail How the City's Hospitality Tax Grant Request Will Be Expended |
| **Detail Expense Items** | **Dollar Amount** |
|       |       |
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| Amount Requested (must equal *Amount Requested* on first page of application) |       |

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| List All Sources of Funds for the Proposed Project |
| Sources of Funds | **Indicate Status of Funds****(Proposed, Requested, or Approved)** | **Dollar Amount** |
|       |       |       |
|       |       |       |
|       |       |       |
| Total Budget |       |

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| Statement of Assurances/Certification |
| Upon grant application acceptance and funding award, 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 advertised, shall be conducted in a manner that provides maxi­mum competition. The grant 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 Lancaster 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 funded 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. |
| Applicant Signature |
| Printed Applicant Name  |
| Date  |

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| Organization Contact Information |
| Organization  |
| Contact Person  |
| Mailing Address  |
| City ST ZIP  |
| Telephone  | Cell  |
| Fax  | E-Mail  |

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| For Hospitality Tax Advisory Committee Use |
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