



TOWN OF BLYTHEWOOD ACCOMMODATIONS TAX COMMITTEE  
REQUEST FOR FUNDING

Date of Application: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

I. Requesting Organization: \_\_\_\_\_  
Fed. ID# \_\_\_\_\_ 501(C) Yes \_\_\_ No \_\_\_ If YES; Attach copy IRS determination letter

Make Check Payable to: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone(w) \_\_\_\_\_ (c) \_\_\_\_\_ /email \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: (w) \_\_\_\_\_

(c) \_\_\_\_\_ (email) \_\_\_\_\_

Have you read the attached Chapter 6, Section 6-4-5 (4) and 6-4-10 SC Code of Law 1976?

Yes  No  your application can not be considered if you checked "No".

II. Description of Project/Purpose

A. General Description: (Use separate sheet, if more space is required)

B. Benefit to Tourism:

i) Number of attendees expected : \_\_\_\_\_

ii) Of the number above, what % are tourist? \_\_\_\_\_ (See Chapter 6-4-5(4))

iii) Venue/location of project: \_\_\_\_\_

C. Benefit to Community: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

III. Budget

Revenues: (e.g. ticket sales, Accommodations Tax fund, sponsorship, other)

Source	Amount	Percent

Expenditures:

Source	Amount	Percent

If additional space is needed, please attach separate budget sheet.

Have you requested funding from other organizations for this project? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes" list organizations and amounts:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- IV. 20% of grant funds will be withheld until the Final Event Report is completed and reviewed by the Town within 60 days after the end of the event. Failure to submit the report in a timely manner will prevent the release of the funds withheld and any funding in future years. Such report should include actual results (use item "III" above as a guide to data needed) and prove that all invoices have been paid, such that no outstanding invoice can be construed as the responsibility of the Town of Blythewood. A template is attached for your convenience.

I have read and understand Statement V.: \_\_\_\_\_  
Applicant Signature

- V. Prior Recipients: If your organization has received A-Tax funds after January 1, 2012 - attach your "Final Event Report" and "skip" A. & B. below. If prior to 2012 and no report was submitted, answer the questions below:

A. How did you use these funds? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What impact did the approval of the A-Tax request have on the event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note: Applicants will be advised of the date/time their application will be considered by the Accommodations Tax Committee. Your presence at this meeting is required for approval.**

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Date)

## CHAPTER 4.

### ALLOCATION OF ACCOMMODATIONS TAX REVENUES

#### SECTION 6-4-5. Definitions.

As used in this chapter:

(1) "County area" means a county and municipalities within the geographical boundaries of the county.

(2) "Cultural", as it applies to members of advisory committees in Section 6-4-25, means persons actively involved and familiar with the cultural community of the area including, but not limited to, the arts, historical preservation, museums, and festivals.

(3) "Hospitality", as it applies to members of the committees in item (2), means persons directly involved in the service segment of the travel and tourism industry including, but not limited to, businesses that primarily serve visitors such as lodging facilities, restaurants, attractions, recreational amenities, transportation facilities and services, and travel information and promotion entities.

(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.

HISTORY: 1991 Act No. 147, Section 1; 2001 Act No. 74, Section 2; 2002 Act No. 312, Section 2.

#### SECTION 6-4-10. Allocation to general fund; special fund for tourism; management and use of special fund.

The funds received by a municipality or a county in county areas collecting more than fifty thousand dollars from the local accommodations tax provided in Section 12-36-2630(3) must be allocated in the following manner:

(1) The first twenty-five thousand dollars must be allocated to the general fund of the municipality or county and is exempt from all other requirements of this chapter.

(2) Five percent of the balance must be allocated to the general fund of the municipality or county and is exempt from all other requirements of this chapter.

(3) Thirty percent of the balance must be allocated to a special fund and used only for advertising and promotion of tourism to develop and increase tourist attendance through the generation of publicity. To manage and direct the expenditure of these tourism promotion funds, the municipality or county shall select one or more organizations, such as a chamber of commerce, visitor and convention bureau, or regional tourism commission, which has an existing, ongoing tourist promotion program. If no organization exists, the municipality or county shall create an organization with the same membership standard in Section 6-4-25. To be eligible for selection the organization must be organized as a nonprofit organization and shall demonstrate to the municipality or county that it has an existing, ongoing tourism promotion program or that it can develop an effective tourism promotion program. Immediately upon an allocation to the special fund, a municipality or county shall distribute the tourism promotion funds to the organizations selected or created to receive them. Before the beginning of each fiscal year, an organization receiving funds from the accommodations tax from a municipality or county shall submit for approval a budget of planned expenditures. At the end of each fiscal year, an organization receiving funds shall render an accounting of the expenditure to the municipality or county which distributed them. Fees allocated pursuant to this subsection must not be used to pledge as security for bonds and to retire bonds. Also, fees allocated pursuant to this subsection must be allocated to a special fund and used only for advertising and promotion of tourism to develop and increase tourist attendance through the generation of publicity, and not used to pledge as security for bonds and to retire bonds.

(4)(a) The remaining balance plus earned interest received by a municipality or county must be allocated to a special fund and used for tourism-related expenditures. This section does not prohibit a municipality or county from using accommodations tax general fund revenues for tourism-related expenditures.

(b) The funds received by a county or municipality which has a high concentration of tourism activity may be used to provide additional county and municipal services including, but not limited to, law enforcement, traffic control, public facilities, and highway and street maintenance, as well as the continual promotion of tourism. The funds must not be used as an additional source of revenue to provide services normally provided by the county or municipality but to promote tourism and enlarge its economic benefits through advertising, promotion, and providing those facilities and services which enhance the ability of the county or municipality to attract and provide for tourists.

"Tourism-related expenditures" include:

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 other 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 costs directly attributed to tourists;
5. public facilities such as restrooms, dressing rooms, parks, and parking lots;
6. tourist shuttle transportation;
7. control and repair of waterfront erosion;
8. operating visitor information centers.

(c) Allocations to the special fund must be spent by the municipality or county within two years of receipt. If the allocations are not spent within two years, the municipality or county is subject to the provisions of Section 6-4-30(6). However, the time limit may be extended upon the recommendation of the county or municipality and approval of the South Carolina Accommodations Tax Oversight Committee in Section 6-4-30. An extension must include provisions that funds be committed for a specific project or program.

(d) In the expenditure of these funds, counties and municipalities are required to promote tourism and make tourism-related expenditures primarily in the geographical areas of the county or municipality in which the proceeds of the tax are collected where it is practical.

**Town of Blythewood Accommodations Tax Award  
Final Event Report**

Project Name: \_\_\_\_\_

1. Provide a summary of the event results:

(Include the data points in part III of the application as a starting point) Include a summary of where the participants were from (did they travel from outside our local area) how did participants learn of the event-etc.

2. Provide a copy of any written or digital materials produced as advertisements and photographs of the event. (evidence that those from outside our area were invited)

3. How was the Town of Blythewood acknowledged for this event?

4. Provide a list of "other" sponsors you worked with to fund the event (even if they chose not to support same).

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_