

**City of Forest Acres  
Hospitality Tax Grant:  
Information & Application  
2018**



City of Forest Acres  
5209 N Trenholm Rd  
Forest Acres, SC 29206  
803-782-9475  
[www.forestacres.net](http://www.forestacres.net)

# Information

The City of Forest Acres established a local hospitality tax for the purpose of funding the operation and maintenance of current tourism-related facilities and to fund projects and events that promote quality of life, tourism and recreation. As part of this, the City makes grant funding available to nonprofit organizations hosting events within the Forest Acres city limits and bona fide state tourism destination located outside of the city limits.

Grant funding is available to nonprofit organizations through a competitive application process. Applications for funding are accepted annually during the calendar year. Grant awards are finalized by City Council on a first come first serve basis. Additional information about the City of Forest Acres Hospitality Tax, including the grant application, can be found at: <https://www.forestacres.net/businesses/hospitality-tax>.

This document includes all information necessary to learn about and apply for a Hospitality Tax grant. Please review the information carefully prior to submitting a grant application.

## I. 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 re-nourishment;
- (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).

## II. Eligibility Criteria

Non-profit organizations are eligible to receive grant funding. Applicants must provide a letter from the IRS confirming nonprofit status **OR** confirmation of registration with the South Carolina Secretary of State's Office as a nonprofit organization.

Events and Other In-City Criteria: Activities or entities located within the city limits of Forest Acres. The recipient must have a written plan for the use of funds and identify how the expenditure of HTAX funds will be utilized for a valid public purpose with the direct benefit of bringing tourism to Forest Acres.

Outside-City Criteria: Public organizations occupying a building, place, or institution devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value (statutory language "cultural, recreational or historic facilities") located within the Columbia Metropolitan Area within reasonable proximity and access to Forest Acres. Such organizations must typically be identified as bona fide state tourism destinations. The recipient must have a written plan for the use of funds and identify how the expenditure of HTAX funds will be utilized for a valid public purpose with the indirect benefit of bringing tourism from the attraction to Forest Acres. No more than twenty (20%) percent of all annual HTAX funds received by the City shall be expended on out of city organizations.

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

### **III. Funding Guidelines**

The primary purpose of the application **MUST** be tourism. Priority will be given to projects that:

- Promote dining at restaurants and other eating/drinking establishments in the City of Forest Acres.
- Promote and highlight the City of Forest Acres' historic and cultural venues, recreational facilities, and events.

Promotional materials for the event/project (including, but not limited to, brochures, flyers, advertisements, etc.) must include a statement that "Funding assistance provided by City of Forest Acres Hospitality Tax Funds."

### **IV. Application Process**

Nonprofit organizations interested in applying for Hospitality Tax grant funding must complete a formal application and provide required supporting documentation. Applications for grant funding must be submitted on the City's current Hospitality Tax Grant Application; submissions made on any other form will not be considered. Incomplete applications will not be evaluated. Applications are accepted via email, mail or in-person delivery.

All applications for funding will be reviewed by City staff and the City Administrator. Staff will make recommendations for grant funding to City Council who ultimately make the final determination.

Applicants may be required to make a presentation to City Council. Council meetings are normally held on the second Tuesday of each month at 5:15 p.m. in Council Chambers. Applicants will be notified if such a presentation is required.

### **V. Grant Payments**

Hospitality Tax grants are reimbursable awards. The City of Forest Acres issues grant award checks after the submission of a reimbursement request form documenting all related expenses with copies of receipts, invoices and cleared checks. City staff will review all reimbursement requests and documentation against the original grant application and award criteria. Expenses not previously identified in the application will not be reimbursed.

After the reimbursement request form has been approved by the City, a check will be issued to the organization for reimbursement. Project/event vendors will **NOT** be paid by the City of Forest Acres; checks will be written only to the approved applicant. The approved applicant must submit an IRS Form W-9, Statement of Assurance, and a full budget for the project to receive reimbursement. The process of receiving a reimbursement grant check, after receipt and review of reimbursement form, takes approximately 10-14 business days.

If an organization is found to have unspent funding or has spent funding in any other way than as described and approved per the application, the funds must be returned to the City of Forest Acres.

### **VI. Reporting Requirements**

Within 30 days following completion of the project or event, the applicant must submit a final project report. The report must include:

- number of people that attended the event

- number of attendees from outside the City of Forest Acres
- how the attendance number was determined (i.e. sign-in log, zip code request, etc.)
- final budget, including both income and expenses
- copies of all advertisements or promotional materials associated with project
- up to five photographs of the project/event, including one photo exhibiting acknowledgment of the City of Forest Acres through receipt of Forest Acres Hospitality Tax Funds



## **2018 Hospitality Tax Application**

Please review the full 2018 Hospitality Tax Grant Information and Application packet prior to submitting an application. To apply for a grant:

**1. Complete and sign the Hospitality Tax Application.**

Incomplete applications will not be evaluated. Please do not use less than size 10 font.

**2. Provide the following required attachments:**

- Letter from IRS confirming nonprofit status OR confirmation of registration with the South Carolina Secretary of State as a nonprofit organization
- List of current board of directors
- Copy of liability insurance
- Copies of financial statements for the last three years or for the period of time for which the organization has been in operation

**3. Provide the following optional attachments:**

- One additional page for project description
- One additional page for budget justification of grant expenditures

**4. Submit three copies of the application and attachments:**

- Secure each application with a paper or binder clip (no report folders, please)
- Email, mail or hand deliver the application:
  - E-mail: [mqueen@forestacres.net](mailto:mqueen@forestacres.net)
  - Mail: City of Forest Acres  
Hospitality Tax Grant Application  
5209 N Trenholm Rd.  
Forest Acres, SC 29206
  - Hand deliver: Forest Acres Municipal Complex

For questions regarding the application process, please contact Maria Queen:

803-782-9475 or [mqueen@forestacres.net](mailto:mqueen@forestacres.net)

# 2018 City of Forest Acres Hospitality Tax Grant Application

Project Information	
Project Name:	
Project Address/Location:	
Project Date(s):	Amount Requested:

Organization Information	
Organization:	
Mailing Address:	
City/State/Zip:	
Phone:	Alternate Phone:
Fax:	E-Mail:
Executive Director:	
Contact Person (if other than Executive Director):	
How many years has this organization existed:	

Project Description

**Tourist Information**

Estimated number of **total attendees** to be attracted by this project:

Estimated number of attendees **from outside of Forest Acres** to be attracted:

Explain how the number of tourists will be calculated (surveys, forms, license plates, etc.):

Explain how the requested dollars will increase tourism, financially impact tourism-related businesses in the City of Forest Acres, and how this impact is being determined:

<b>Total Project Costs</b>	
<b>Itemize Total Project Expenses Below</b>	<b>Amount</b>
<b>Total Project Cost</b>	

<b>Hospitality Tax Grant Project Costs</b>	
<b>Itemize Hospitality Tax Grant Expenses Below</b>	<b>Amount</b>
<b>Amount Requested</b> (must equal Amount Requested on first page of application)	

<b>All Sources of Project Funds</b>		
<b>Source of Funds</b>	<b>Status of Funds</b> (Proposed, Requested, Received)	<b>Amount</b>
<b>Total</b>		



**Statement of Assurances/Certification**

The applicant has reviewed the full 2018 Forest Acres Hospitality Tax Grant Information and Application document and understands the hospitality law, eligibility criteria, funding guidelines, application process, payment process and reporting requirements set forth. 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.

If awarded, the applicant agrees:

- Promotional materials for the project (including, but not limited to: brochures, flyers, advertisements, etc.) must include a statement that “Funding assistance provided by City of Forest Acres Hospitality Tax Funds.”
- Revenue generated by the project must benefit a community or organization within the Forest Acres city limits.
- 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 Forest Acres upon request.
- Unspent funding or funding that was spent in any other way than as described and approved per the application must be returned to the City of Forest Acres.
- 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.
- That the organization carries liability insurance in the amount of \$\_\_\_\_\_ and agrees to include the City of Forest Acres as a named insured for purposes of this project. The organization assumes full legal responsibility for any suit or action at law or equity, and any or all claims arising from this project/activity and do hereby indemnify and hold harmless the City of Forest Acres and its staff from any liability in any action at law or equity associated with its support for this project/activity.
- A Final Report of the project will be submitted upon project conclusion including the items as outlined in section VI of the 2018 Information and Application document.

Board Chairperson Signature:

Board Chairperson Name (printed):

Date:

Executive Director Signature:

Executive Director Name (printed):

Date: