

CITY OF ORANGEBURG ACCOMMODATIONS TAX FUNDING REQUEST

Submit an **original and 5 copies** (6 total) of the application to: City of Orangeburg Attn: Accommodations Tax Advisory Committee, PO Box 1183, Orangeburg SC 29116, 979 Middleton Street 803-533-6000

Applications must be typed and include the following information, in the order stated below. Additional information or attachments are welcomed at the end of the mandatory requirements.

I. BASIC INFORMATION

- A. Project Name
- B. Amount Requested from City of Orangeburg A-tax Funds
- C. Total Cost of Project
- D. Applicant Information:
 - 1. Organization name with Federal ID number
 - 2. Contact Name and Title of person submitting application
 - 3. Address
 - 4. Phone, Fax and E-mail

II. NARRATIVE

Provide a detailed description of the project to be accomplished with A-tax funding to include at least the following mandatory components:

- A. General Description (Include information about innovative ideas, community support, partnerships and evidence of management capability)
- B. Benefit to Tourism
- C. Benefit to Community
- D. Tracking: Number of hotel/motel room nights projected to be added as a direct result of this project (Include brief explanation as to the calculation used for this estimate as well as description of how you plan to track this information)
- E. Duration of Project (Start and End dates)
- F. List Permits (if any required)
- G. Additional comments (optional)

III. BUDGET

Provide a complete budget for your project listed including all funding sources. **Show specifically how A-tax funds will be used for the project.** (Example: \$500.00 for promotional brochures, etc.)

IV. REQUIRED ATTACHMENTS

- A. Letter from Secretary of State confirming non-profit status
- B. Organization's latest financial statement
- C. List of applicant's board members, with full names and addresses

V. If applying for billboard funding, you must include a picture/artwork for the billboard and the precise location of the board including miles from the City of Orangeburg

VI. PRIOR RECIPIENTS ONLY

For agencies that have received City of Orangeburg A-tax funding in the past, please fill out the following form for the latest completed project and indicate the date received. This is required for all recipients within thirty days after the event or project is completed. Also required are copies of any cancelled checks to substantiate the expenses.

City of Orangeburg Accommodations Tax Funding

Final Report – Year funds received: _____

Please provide the following information directly on this form.

I. PROJECT INFO:

Organization Name: _____

Project Name: _____

Contact Name: _____ Phone: _____

II. PROJECT COMPLETION:

Were you able to complete the project as stated in your original application? _____

If no, state any problems you encountered. _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project. (e.g., lessons learned, successes, problems encountered, etc.)

IV. PROJECT SUMMARY DATA:

Record numbers in table below to reflect funds received and attendance for up to two years.

		FY _____		FY _____
Total budget of event/project				
Amount funded by City of Orangeburg A-tax				
Amount funded by A-tax from all sources				
Other Revenues received (Admission?)				
Total attendance				
Total tourists*				
Total verified hotel nights				

* Tourists are generally defined as those who travel at least 50 miles to attend; however, the Committee considers every project/event on a case by cases basis.

V. METHODS:

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.) _____

VI. PROJECT EXPENSES: Attach report with final project expenses paid for by City of Orangeburg A-tax funding including copies of cancelled checks.

VII. ORGANIZATION SIGNATURE:

Provide signature of official within organization, verifying accuracy of above statements.

Name Title

Signature Date