



## ACCOMMODATIONS TAX FUNDS—APPLICATION INSTRUCTIONS

FY 2017-2018

1. **PLEASE FILL IN ALL BLANKS. Incomplete applications will be deemed unresponsive and will be returned to the applicant. Applications are due February 16, 2017 by 5:00 P.M. at the address listed in the application.**

2. According to Chapter 4, Title 6, of the *SC Code of Laws*, Accommodations Tax Funds are to be used only for projects that promote tourism.

a. Criteria for defining “Tourists” as defined by the *SC Tourism Expenditure Review Committee Guidelines*, October, 1998:

*“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. According to the SC Parks, Recreation & Tourism, the Travel Institute of America and other agencies, travel distance is generally defined as 50 miles. However, the SC Tourism Expenditure Review Committee considers any event that brings in tourists to a region and boosts the local economy.”*

b. In addition to considering the above mentioned 50-mile radius, the Committee takes into consideration the following additional guiding principles:

- (1) That the expenditure must be used to attract or provide for tourists; or,
- (2) The expenditure cannot be used for an item that would normally be provided by the county or municipality.

**Note: Read County Guidelines for the Distribution of Accommodations Tax Funds.**

3. Organizations applying for funding must list any other Accommodations Tax Funding they have requested or received from other municipalities or counties for the same funding year.
4. Organizations applying for funding must include with their application a copy of the most recently audited financial statements.
5. A completed and signed copy of the 2014 W9 Form must be included with each application.
6. Accommodations Tax Funds may not be spent on purely local functions. Qualifying events or projects must be able to demonstrate compliance with the criteria named in Section 2. For greater detail on funding eligibility or questions, contact the Administrative Assistant in the Procurement Services Division for clarification.
7. After approval for funding, applicant will be required to sign a Funding Agreement before any payments will be made.
8. After approval for funding, when requests for payment are submitted, organizations must submit documentation for expenditures that are in alignment with their original requests.
9. Organizations must submit a final report at the end of the funding year in addition to their quarterly requests for reimbursement and accompanying documentation. A form for this purpose will be provided at the time of the award. The final report at the end of the grant year will be considered part of the criteria for future funding eligibility.
10. Organizations must report any change such as contact person, mailing address, email address, telephone, etc., immediately to the Administrative Assistant.

Contact Person:

Becky Vires, Administrative Assistant  
County of Greenville Procurement Services Division  
301 University Ridge, Suite 100  
Greenville, SC 29601  
864-467-7200—Direct Line  
864-467-7304—Fax  
Email: [bvires@greenvillecounty.org](mailto:bvires@greenvillecounty.org)