**Town of Seabrook Island State Accommodations Tax Advisory Committee**

**Application for Accommodations Tax Funds**

**Letter of Introduction**

The Town of Seabrook Island State Accommodations Tax Advisory Committee will meet July 10, 2018, at 9:00 a.m. to consider new applications for funding for the calendar year of 2019. The meeting will be held at the Town Hall located at 2001 Seabrook Island Road, Seabrook Island, SC 29455 in the Council Chambers. To be considered, the completed application must be received by the Town Clerk by noon on **July 3, 2018, and you must attend the July 10, 2018 meeting at 9.00 am.**

For detailed information regarding how state accommodations tax funds can be spent, please refer to the Department of Revenue’s official advisory opinion contained in **SC REVENUE RULING #98-22 at www.atax.sc.gov/laws\_procdures.htm**

As stated in the law, in the expenditure of these funds, counties and municipalities are required to promote tourism and make tourism related expenditures primarily in geographical areas of the county or municipality in which the proceeds of the tax are collected where it is practical. 1.) The expenditure must be used to attract or provide for tourists and 2.) the expenditure cannot be used for an item that would normally be provided by the county or municipality.

Counties and municipalities that do not have a high concentration of tourism activity, may not use Tourism-related Funds to fund additional county or municipal services.

Additionally, if a county or municipality wishes to use Tourism-related Funds to provide additional county or municipal services, including, but not limited to, law enforcement, traffic control, public facilities and highway and street maintenance, the expenditure must also meet the following three requirements:

(a) the expenditure must be for items that would normally not be provided by the county (i.e., if the item would be required even if the county or municipality had no tourist activity, then Tourism-related Funds may not be used to pay for the expenditure);

(b) the county or municipality must have a high concentration of tourism activity; and

(c) the amount of the expenditure must be based on the estimated percentage of costs attributable to tourists.

**Please note which of the below applies to this application and write the category number on the Tourism Related Expenditure Category line on page 1 of the application.**

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 the 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. The amount of the expenditure is required to be based on the estimated percentage of cost directly attributed by tourists;
5. public facilities such as restrooms, dressing rooms, parks and parking lots;
6. tourist shuttle transportation;
7. control and repair of waterfront erosion; and
8. operating visitor information centers.

A responsible person from the submitting organization ***mus***t attend the SATAX Advisory Committee meeting on July 10, 2018, at 9:00 a.m. to present the request /application (limit to five minutes) and to answer committee member questions.

Actions taken by the State Accommodations Tax Advisory Committee must be approved by the Seabrook Island Town Council before funds may be committed to the applicant or dispersed by the Town.

Please retain this cover sheet for your records. For further information, please contact:

|  |  |
| --- | --- |
| Faye Allbritt0n, Town Clerk  | Phone: 843-768-9121  |
| 2001 Seabrook Island Road  | Email:fallbritton@townofseabrookisland.org |
| Seabrook Island, SC 29455  |   |

**NAME OF EVENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Application Deadline July 3, 2018, at 12:00 noon

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| --- |
|  **For Office Use Only**  Total Accommodations Tax Funds Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Action Taken by SATAX Committee: Date Approved \_\_\_\_\_\_\_\_ Amt \_\_\_\_\_\_\_\_\_\_\_\_\_ Denied\_\_\_\_\_\_\_\_\_\_  Notes:  |
|   |
|   |
|    |

 **Mail Completed Application To: Town of Seabrook Island**

  **Attn: Faye Allbritton Town Clerk**

  **2001 Seabrook Island Road**

  **Seabrook Island, SC 29455**

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tourism Related Expenditure Category (see cover page for categories):

Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Name and position of person submitting request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant please write which tax status from page 1 of letter applies to your organization: \_­­­\_\_\_\_\_\_

Category: Government Agency \_\_\_Private Business \_\_\_\_ Other \_\_\_\_ (Please Specify)

\_\_\_\_\_ Not-For-Profit as registered with the Secretary of State of South Carolina

 Date of Incorporation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charter # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Federal Exempt under IRS Code 501(c) 3, 4, 5k, 6, 7, 10

 Date of IRS Tax Exempt Determination Letter **(Please Attach) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Federal Employee Identification Number (FEIN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Briefly describe your project, and its goals and objectives.

Date(s) of project.

Describe how your project will enhance the visitor and tourist trade on Seabrook Island.

Total estimated attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated tourist/visitor dollars to the community: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of tourist/visitors\* expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Tourists are defined as those who travel outside their home communities for any purpose other than commuting to and from work.

If requesting funding for marketing promotions, what is the medium, target audience for the promotional package and estimated number of readers?

 What will it cost to execute this project and what amount is being requested? Provide detailed budget of expenditures and list other sources of funding if applicable. (Including amounts funded from other ATAX sources or organizations)

Is Town support required? If so, describe requirements expected including personnel (i.e. Sheriff’s Deputies, Code Enforcement Officers) and the estimated cost of such activities. Is this cost included in this ATAX request?

Will funding be requested on a continued basis? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many years?

Other Comments:

If the Town provides funds, I agree to provide within sixty (60) days of the event/activity completion, a full written account of the income (e.g. SATAX funds, registration fees, other income sources, etc.) and expenditures associated with the said event/activity, together with an assessment of the value of the expenditure in promoting tourism.

If the Town provides funds, I agree to allow a representative of the Town and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this event/activity.

I hereby declare that this organization carries liability insurance in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and agree to include the Town of Seabrook Island as a named insured for purposes of this event/activity.

This 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 Town of Seabrook Island and its Accommodations Tax Committee from any liability in any action at law or equity associated with its support for this project/activity.

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

Signature

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

 Title

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

 Organization

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

 Date