

Town of Batesburg-Leesville Hospitality Tax Grant: Information & Application

Town of Batesburg-Leesville
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Information

The Town of Batesburg-Leesville, on September 10, 2018, 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 Town is making grant funding available to nonprofit organizations hosting events within the Town limits.

Grant funding is available to nonprofit organizations through a competitive application process. Applications for funding will be accepted throughout the year on a first come, first serve basis until budgeted funds for that fiscal year have been exhausted. Applications, once submitted, will be reviewed by staff and then placed on the following Council meeting agenda for Council approval.

Additional information about the Town of Batesburg-Leesville Hospitality Tax, including the grant application, can be found at: <https://www.batesburg-leesville.org/local-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):

- a. tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- b. tourism-related cultural, recreational, or historic facilities;
- c. beach access and renourishment;
- d. highways, roads, streets, and bridges providing access to tourist destinations;
- e. advertisements and promotions related to tourism development; or
- f. water and sewer infrastructure to serve tourism-related demand.

Furthermore, according to the Batesburg-Leesville Hospitality Tax Ordinance, the revenue generated by the hospitality tax, must be used exclusively for the following purposes:

- a. Revitalization and beautification of the Batesburg-Leesville Business Districts.
- b. Rehabilitation of the Haynes Auditorium and/or construction of a new theatre.
- c. Improvements to Town owned parks.
- d. Funding, marketing and promoting of Town sponsored events.
- e. Welcome signs, street signs, and landscaping associated therewith.
- f. Purchase and renovation of a potential museum site.
- g. Revitalization of the old Burlington Mill site.
- h. Inclusion of a Visitor's Center at the Batesburg-Leesville Town Hall and improvements associated therewith.

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.

The Town of Batesburg-Leesville **WILL NOT** award Hospitality Tax funds to individuals, religious organizations, or organizations that support and/or endorse political campaigns or agendas. If after award of a grant and before reimbursement it comes to the Town's attention that the event violated any rule such as endorsing a political campaign or political agenda, the Town reserves the right to revoke the grant in full.

III. Purpose

The goal of the Hospitality Tax Grant program is to draw more visitors to the Town of Batesburg-Leesville, while simultaneously enriching the quality of life for current Town residents through:

- Advertisement, marketing, and promotion of events and other tourism related development
- Attract tourism leading to dining at restaurants and other eating/drinking establishments in the Town of Batesburg-Leesville
- Support and highlight Batesburg-Leesville's historic and cultural venues, recreational facilities, and events

IV. 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 Town of Batesburg-Leesville.
- Promote and highlight the Town of Batesburg-Leesville's 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 Town of Batesburg-Leesville Hospitality Tax Funds."

Examples of Eligible Expenses:

- Advertising, Marketing, and Signage for Event
- Event Entertainment
- Event Safety and Security
- Rental expenses (ex. Stage, Sound, Lights, Porta Johns, Light Trailers, etc...)

Examples of Ineligible Expenses:

- Food or beverages
- Insurance

Any event funded by Batesburg-Leesville Hospitality Tax must be held in one of the following locations within the Town limits

- Batesburg Business District (Fulmer Street or Oak Street, between Highway 23 and Railroad Avenue)
- Leesville Business District (Main Street, between Railroad Avenue and Highway 1)
- Leesville College Park
- Wilson Depot Park

V. **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 Town'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 by close of business on the specified due date.

All applications for funding will be reviewed by Town staff and the Town Manager. Staff will make recommendations for grant funding to Town Council who ultimately make the final determination of grant funding. Applicants may be required to make a presentation to Town Council. Council meetings are normally held on the second Monday of each month at 7:00 p.m. in Council Chambers at Town Hall. Applicants will be notified if such a presentation is required.

The amount available for grants is subject to change through the Town's annual budget process. The maximum amount that can be awarded for an event is \$10,000. The grant program is a 50/50 grant match program, and the Town will reimburse 50% of the approved costs up to \$10,000.

VI. **Grant Payments**

Hospitality Tax grants are reimbursable awards. The Town of Batesburg-Leesville issues grant award checks after the submission of a reimbursement request form documenting all related expenses with copies of receipts, invoices and cleared checks. Town 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 Town, a check will be issued to the organization for reimbursement. Project/event vendors will **NOT** be paid by the Town of Batesburg-Leesville; 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 on file to receive reimbursement. The process of receiving a reimbursement grant check, after receipt and review of reimbursement form, takes approximately 10-15 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 Town of Batesburg-Leesville. All requests for grant reimbursement must be submitted by June 30th of the current fiscal year.

VII. Reporting Requirements

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

- Approximate number of people that attended the event
- Approximate number of attendees from outside the Town of Batesburg-Leesville
- 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 Town of Batesburg-Leesville through receipt of Batesburg-Leesville Hospitality Tax Funds

Batesburg-Leesville Hospitality Tax Application

Please review the full 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.

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

3. 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: tluckadoo@batesburg-leesville.org
 - Mail: Town of Batesburg-Leesville
Hospitality Tax Grant Application
PO Box 2329
Batesburg-Leesville, SC 29006
 - Hand deliver: Batesburg-Leesville Town Hall, 120-A West Church Street

For questions regarding the application process, please contact Amanda Rowan 803-550-9520 or arowan@cityofbatesburg-leesville.org

Batesburg-Leesville Hospitality Tax Grant Application

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

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

Project Description

Tourist Information

Estimated number of **total attendees** to be attracted by this project: Estimated number of attendees **from outside of Batesburg-Leesville** 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 Town of Batesburg-Leesville, and how this impact is being determined:

Total Project Costs	
Itemize Total Project Expenses Below	Amount
Total Project Cost	

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

All Sources of Project Funds		
Source of Funds	Status of Funds (Proposed, Requested, Received)	Amount
Total		

Statement of Assurances/Certification

The applicant has reviewed the Batesburg-Leesville 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 Town of Batesburg-Leesville Hospitality Tax Funds."
- Revenue generated by the project must benefit the community or an organization within the Batesburg-Leesville Town 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 Town of Batesburg-Leesville upon request.
- Unspent funding or funding that has been spent in any other way than as described and approved per the application must be returned to the Town of Batesburg-Leesville.
- 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 Town of Batesburg-Leesville 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 Town of Batesburg-Leesville 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 Information and Application document.

Board Chairperson Signature/Date

Board Chairperson Name (printed)

Executive Director Signature/Date

Executive Director Name (printed)