



City of Darlington
South Carolina

City of Darlington

2023

HOSPITALITY TAX GRANT APPLICATION

Applications must be received by 5:00PM Monday, March 20, 2023

Late Applications will not be considered.

Return applications to: *City of Darlington*
Attn: Hospitality Grants Committee
PO Box 57, Darlington, South Carolina 29540
OR Hand Deliver
400 Pearl Street
Darlington, South Carolina 29532

Amount you are requesting:	\$
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SECTION I: ORGANIZATION INFORMATION

Name of Organization:	
Contact Name and Title:	
Mailing Address:	
Street Address (if different)	
Phone Number:	
City, State and Zip Code	
Fax Number:	
Email Address:	
Website:	
How long has your organization been in existence?	

NOTE: Attach a list of your organization’s governance body: Board of Directors, Chief Officers, Staff and Program Managers.

Who in your organization is responsible for fundraising?

Staff Board of Directors Consultants Members/Volunteers

Tax Status (check one)

Tax-exempt charitable organization (501(c)(3)) Governmental unit
 Other Tax-exempt (specify status) Federal State Local
 Church/Religious organization Unincorporated association
 Other (specify) _____

If applicable, please attach a copy of your organization’s IRS tax status determination letter. A tax-exempt identification number is not sufficient.

Federal Employer Identification Number:

1. Briefly state the history and mission of your organization.

SECTION II FINANCIAL INFORMATION

Applicant’s overall operating budget: \$ _____ Fiscal Year _____ to _____
MM/DD/YY MM/DD/YY

Please list the history of funding to your entity from the City of Darlington:

<u>Year</u>	<u>Amount</u>
2020	\$ _____
2021	\$ _____
2022	\$ _____

PLEASE COMPLETE THE FOLLOWING BUDGET BREAKDOWN SECTIONS ON THESE PAGES (NO ATTACHMENTS.) If you are a non-profit entity, you may get these figures from your most recently submitted IRS Form 990, or you may simply use your overall operating budget.

A. CONTRIBUTED INCOME

From what other sources is your organization funded? (Give amounts)

SOURCE	2020	2021	2022
Government Grants			
Municipal	\$	\$	\$
County	\$	\$	\$
State	\$	\$	\$
Federal	\$	\$	\$
Foundation Grants	\$	\$	\$
Contributions	\$	\$	\$
Memberships	\$	\$	\$
TOTAL CONTRIBUTED INCOME	\$	\$	\$

B. EARNED INCOME

SOURCE	2020	2021	2022
Fees / Sold Services			
Admission / Single Tickets	\$	\$	\$
Season Tickets / Subscription	\$	\$	\$
Tuition / Fees	\$	\$	\$
Workshops, Seminars, Lectures, etc.	\$	\$	\$
Publications (Newsletters, etc.)	\$	\$	\$
Concessions and/or Merchandise	\$	\$	\$
Advertising	\$	\$	\$
Space Rental Fees	\$	\$	\$
Special Event Fund Raisers	\$	\$	\$
Other (specify)	\$	\$	\$
TOTAL EARNED INCOME	\$	\$	\$

TOTAL COMBINED INCOME (A+B)	\$	\$	\$
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C. EXPENSES

	2020	2021	2022
Program Services	\$	\$	\$
Fundraising	\$	\$	\$
Administration, Management, General	\$	\$	\$
Other (Specify)	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$

D. Is your organization's 2023 budget significantly different than 2022 and prior years?

Yes (if yes, explain in the box below)

No

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SECTION III: FUNDING REQUEST FOR YEAR 2023

Please detail how the funds requested from the City of Darlington will be spent:

OPERATING	2022 AMOUNT
A. Advertising or promotion related to tourism development (Check all that apply) <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspapers <input type="checkbox"/> Websites <input type="checkbox"/> Magazines <input type="checkbox"/> Rack Cards <input type="checkbox"/> Billboards <input type="checkbox"/> Mailings (Out of County) <input type="checkbox"/> Visitor's Guide <input type="checkbox"/> Other (Specify)	\$
B. Maintenance or operation of tourist-related building or facility (Specify)	\$
CAPITAL	
C. Construction of tourist-related building or facility (specify) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Construction Period From: To: </div>	\$
D. Equipment (specify)	\$
OTHER	
E. Other (specify)	\$
	\$
TOTAL REQUEST	\$

NOTE: Personnel salaries are NOT eligible for Hospitality Tax Funding

Funds to be used for:

- Attraction/Tourism Facility (ongoing project, open year-round)
- Event/Festival (not ongoing, not open year-round)
- One-time event
- General operations

Date(s) of event:	
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List funds already committed for the project for 2023 and the sources of these funds.

SOURCE	AMOUNT
	\$
	\$
	\$
	\$
TOTAL	\$

SECTION IV: TOURISM IMPACT

A. Please explain how your project, event, or program attracts visitors to the area and promotes tourism. Discuss the activities or project in detail and give timetable for implementation.

B. Please provide the following financial and demographic information:

	Previous Year 2022	Current Year 2023
Total budget of event/project	\$	\$
Amount funded by H-Tax – City	\$	\$
Amount Funded by H-Tax – All sources	\$	\$
Total Attendance (est. current year)		
Total number of tourists (non-residents)		

C. What method did you use to calculate the total attendance and the total number of tourists that were non-residents in item B above? Please provide specific examples.

D. Describe how the 2023 program will be evaluated. Include methods of measuring tourism impact, and the data collection methods.

Please provide your website address.	
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I hereby certify that the applicant organization complies with all Americans with Disabilities Act requirements, and does not discriminate based on race, color, age, sex, religion, sexual orientation, physical disability, or national origin, and that all funds that may be received by applicant organization from the City of Darlington will be solely used for the purposes set forth in this application and will comply with all laws and statutes. In particular, organizations receiving Hospitality Tax Funding will comply with state regulations requiring funds be utilized only for purposes as set forth in State Law .

Signature of Chief Executive Officer/ Executive Director Date

Name and Title (please print)

Signature of Chief Financial Officer/ Board Chairperson Date

Name and Title (please print)

Make sure your application includes the following:

- Your IRS Letter (if applicable).
- A list of officers, staff and board members.
- Completed application with all required signatures.
- A copy of your confirmation letter of registration from the SC Secretary of State’s Division of Public Charities, if applicable.

APPLICATION GUIDELINES

HOSPITALITY TAX GRANTS

Program Purpose

Hospitality Tax Grants are provided through revenue received by the City for its share of the 2% tax levied on prepared meals and beverages. These monies can only be used for activities related to tourism, including advertising and promotion of tourism; promotion of the arts and cultural events; support for facilities where civic and cultural activities take place; additional health, safety and public services for tourists; transportation shuttles; visitor information centers; and waterfront erosion control and repair. The Grants Committee reviews applications for funding and makes recommendations to City Council for the award of these funds.

**Applications must be received by:
Monday, March 20, 2023 at 5:00PM**

Questions should be directed to:

John Payne, City Manager
jpayne@cityofdarlington.com

INSTRUCTIONS

🌱 **All applications must be received by 5:00 PM on March 20, 2023** . Applications received after this time and date may jeopardize your organization’s ability to receive funding.

🌱 **One original plus seven (7)** copies of the application should be mailed to:

City of Darlington
Attn. Grants Committee
P.O. Box 57
Darlington, SC 29540

OR hand delivered to 400 Pearl Street, Darlington, SC 29532.

🌱 Complete all questions using 11 pt font or larger. Should you need more space, please attach additional sheets.

🌱 Nonprofit organizations must include a copy of their confirmation letter of registration with their grant application. For additional information see South Carolina’s Secretary of State's Official Web site <http://www.scsos.com/> or call 803-734-1790.