



**BERKELEY  
COUNTY SC**

RICH HISTORY.  
BRIGHT FUTURE.

*One Berkeley*

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## Application Package Instructions

Berkeley County Government is accepting applications for funding from state accommodations tax funds. In order to be considered, the completed application must be received by the Tourism Department by 2:00pm on Wednesday, July 22, 2020. Late or incomplete applications may jeopardize your organization's ability to receive funding. If you have any questions, please contact Rachel Knight at [rachel.knight@berkeleycountysc.gov](mailto:rachel.knight@berkeleycountysc.gov) or phone (843) 719-4995.

**Please mail or deliver eight copies of your application to:**

Berkeley County Government  
Attn: Rachel Knight, Tourism Department  
1003 Highway 52  
P.O. Box 6122  
Moncks Corner, SC 29461

**Please also send one electronic copy of your application to:**

[rachel.knight@berkeleycountysc.gov](mailto:rachel.knight@berkeleycountysc.gov)  
Rachel Knight, Tourism Director

Before you submit your application, please check to ensure that you have included the following:

- Completed and signed application form
- Answer all questions and complete each section. "N/A" is not a valid response.
- Signatures by board chair and the executive director - If your organization does not have an Executive Director, please note this in the signature area.
- Required Attachments:
  - Letter from IRS confirming nonprofit status **and** proof of charity registration with the SC Secretary of State
  - List of the organization's current Board Members/Directors
  - Attach recent 990 tax form. If you file a 990 post-card please also attach a financial report showing financial status

Accommodations Tax funds are designated specifically for tourism-related activities, as required by South Carolina law. Data to support tourism impact is required.

Non-profit organizations that support and increase tourism through the promotion of the arts and cultural events and/or through the operation of facilities for artistic and cultural activities are eligible to apply for assistance.

For detailed information regarding how State Accommodations Tax Funds can be spent, please refer to Section 6-4-10 of the South Carolina Code of Laws and the Department of Revenue's official advisory opinion contained in the SC REVENUE Ruling #98-22. This information is available online at [www.scstatehouse.gov](http://www.scstatehouse.gov).

## **AWARD NOTIFICATION**

The Berkeley County Tourism Director (Rachel Knight) will notify all applicant organizations of the funding outcome in writing. Final reports for the previous fiscal year, if applicable, must be received before payments are released.

## **REPORTING REQUIREMENTS**

At the completion of the grant funded project, The Accommodations Tax Committee requires grantees to complete a mid-year and/or a final report for Accommodations Tax Funds. Grantees are required to show proof of grant expenditures (invoices and proof of payment).

Grantees are asked to report on the following

- Attendance
- Number Rooms
- Number of Meal Numbers
- Event success or Failure
- The impact on Berkeley County,

Grantees must acknowledge the receipt of Accommodations Tax funding by including the Berkeley County Government logo, or by listing "Berkeley County Government" on all program/project advertising, marketing and promotional materials. Examples of this must be included in your final report.

## **FREEDOM OF INFORMATION ACT NOTICE**

Please be advised that all materials submitted for A-Tax grant funding are subject to disclosure based on the Freedom of Information Act (FOIA).

The application is available on the County's website [www.visitberkeleysc.com](http://www.visitberkeleysc.com). You may also request a digital copy by emailing Rachel Knight at [rachel.knight@berkeleycountysc.gov](mailto:rachel.knight@berkeleycountysc.gov).