



TOWN OF EDISTO BEACH
2024 Quarterly Meeting Dates & Application Deadlines
All Meetings to be held at 3 p.m.

<u>Meeting Dates</u>	<u>Application Deadline</u>
February 1, 2024	January 16, 2024
May 2, 2024	April 15, 2024
August 1, 2024	July 15, 2024
November 7, 2024	October 15, 2024

ACCOMMODATIONS TAX APPLICATION CHECKLIST

Determine Application Deadline for your project

Complete Current Application

- If returning to the Board for funding, a completed Performance Report must be on file for previously funded events before a new application is submitted.

Complete Economic Impact Worksheet

Attach a Detailed Budget of Expenditures and Revenues

Provide Proof of Exemption Status

- Copy of Tax-Exempt Determination Letter
- Federal Employee Identification Number

W-9 (*First time applicants only*)

Return to: Town of Edisto Beach Accommodations Tax Advisory Board
c/o Donna Iskra, Municipal Clerk
2414 Murray Street
Edisto Beach, SC 29438

If possible, email all items to diskra@townofedistobeach.com

Failure to provide completed forms on time may disqualify the applicant from receiving accommodations tax support. Meetings take place the first Thursday quarterly following the application deadline. Applicants **are required** to appear before the Board to present their request. Applicants will be notified in writing of the Town Council's decision. Funding recipients must recognize the Town of Edisto Beach as a sponsor on all promotional materials. Funds will be disbursed on a reimbursement basis. Copy of invoice or documentation obligating entity are required.

ACCOMMODATIONS TAX APPLICATION GUIDELINES

A. Introduction

1. As applicable to Edisto Beach, the State law specifies three groups in general which are entitled to receive bed tax funds after other mandated distributions have been made from the total funds available:
 - a. **Town government** “Based on the estimated percentage of costs directly attributed to tourists,” Town expenditures for “the criminal justice system, law enforcement, fire protection, solid waste collection and health facilities when required to serve tourists and tourist facilities.” [6-4-10(b) and (b.4)].
 - b. **Qualified groups advertising and promoting tourism in order to develop and increase tourism.** [6-4-10(b.1)].
 - c. **Qualified sponsors of arts and cultural events and for construction, maintenance and operation of facilities for civic and cultural activities.** [6-4-10(b.2 and b.3)].
2. The law requires that the funds be spent “primarily in the geographical area” of Edisto Beach. Therefore, the Board will not look with favor on applications for funds to be spent outside the Town or for activities or enterprises conducted outside the Town.
3. Applications must be filed by the publicly announced filing deadline, except that the Board may, for extraordinary or emergency reasons which prevent timely filing, extend the filing deadline.
4. Request for funding must be submitted by a non-profit organization. Applications cannot be accepted from individuals, for-profit entities or ad hoc committees. Proof of non-profit status must accompany the application.

B. Guidelines

This list is for the Board to evaluate the applicant’s merit for receiving funding based on the criteria set forth by the Accommodations Tax Board and the State of South Carolina Tourism Expenditure Review Committee. This guideline is not to be used as a guarantee for an application to receive accommodations tax funding.

- Event or Festival takes place in the Town of Edisto Beach.
- Lodging on Edisto Beach is specified on application and promotion materials.
- Event or Festival has economic struggle in executing project without accommodations tax funding. The Board asks that an applicant consider returning all or a portion of their sponsorship funding if the event generates a profit.
- Event, Festival or advertising and promotions are during the off-season or shoulder dates of the tourist season.
- Event or Festival brings in a significant number of tourists (tourists are defined as those who travel at least 50 miles to attend) and not solely an event or festival for local residents.
- Enhances Town services attributed to tourism
- Application is received by its appropriate deadline and is completed fully and accurately.
- If returning applicant, a verifiable performance report is completed fully and accurately. Please include any promotional materials, advertisements, etc. with your performance report submission.

Presentations to the Accommodations Tax Advisory Board shall be no more than 5 minutes in length and should address the items listed above as well as the questions listed on the application.

ACCOMMODATION TAX FUNDING APPLICATION

(Please circle appropriate category)

FESTIVAL/EVENT

MARKETING-PROMOTIONS-ADVERTISING

PUBLIC FACILITIES

WATERFRONT EROSION

VISITOR INFORMATION CENTER TOURIST SHUTTLE

LAW ENFORCEMENT FIRE PROTECTION

WASTE COLLECTION

CONSTRUCTION-MAINTENANCE-OPERATION CIVIC OR CULTURAL FACILITY

1. Name of Applicant Organization: _____

2. Mailing Address: _____

3. Name of Project: _____

4. Date of Festival/Event: _____

5. Dates you will begin and complete work on your project: _____

Project Director: _____ Title: _____

Telephone #: _____ Fax #: _____

Email address: _____

6. Applicant Category: (Circle the description that best describes your organization).

Government Agency Non-profit Private Business Other

7. Please check which tax status applies to your organization:

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

Date of Incorporation _____ Charter # _____

Federal Exempt under IRS Code 501(c)

Date of IRS Tax Exempt Determination Letter _____

(Attach copy of letter)

Federal Employee Identification Number (EIN) _____

(Please provide proof of Exemption Status and Federal Employee Identification Number)

8. Amount of Request: _____

9. Have you received funds from the Accommodations Tax Fund previously? Yes No

If yes, how much? _____ What Years? _____

Applicants must complete this application in its entirety. Supplemental information shall be no more than 2 pages in length. Projects submitted for consideration must demonstrate a relationship to or impact on the visitor and tourist industry within the community. Funding recipients must recognize the Town of Edisto Beach as a sponsor on all promotional materials.

Applications will be reviewed quarterly.

Project Director (SIGNATURE)

Date

Name of Project: _____

10. In order to comply with the State's Tourism Expenditure Review Committee annual reporting requirements, please classify your current budget request only into the following authorized categories:

1-Destination Advertising/Promotion	_____	%
2-Tourism-Related Events	_____	%
3-Tourism-Related Facilities	_____	%
4-Tourism-Related Public Services	_____	%
5-Tourist Public Transportation	_____	%
6-Waterfront Erosion/Control/Repair	_____	%
7-Operation of Visitor Information Centers	_____	%
Total	_____	%

Name of Project: _____

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

16. If you are granted some, but not all of the amount you requested, what impact would such partial funding have on your activities? What would you change to account for the partial funding?

17. Is Town support required? If so, describe requirements expected including personnel (i.e., police, garbage, public services) and the itemized estimated cost of such services. (Department directors can assist with cost estimates for Town services)

18. Other comments for consideration.

Project Director (SIGNATURE)

Date

Name of Project: _____

Financial Guarantees:

19. Provide a copy of the official minutes wherein the organization approves the application.

Prior Recipient's Report (If you received prior ATAX funds)

20. Include the total annual ATAX funding received each year that you applied.

21. How did you use the ATAX funds? Were the objectives achieved?

22. What impact did this have on the community and/or how did it benefit tourism?

23. Please indicate how your organization measures the effectiveness of both the overall activity and of individual programs.

Project Director (SIGNATURE)

Date

EDISTO BEACH LODGING ACKNOWLEDGEMENT AGREEMENT

Any event receiving Edisto Beach accommodations tax funding will be required to provide the following lodging listing to all known prospective visitors, participants and sponsors.

PROPERTY	ADDRESS	PHONE	WEBSITE	RENTALS
Vacasa	PO Box 10, Edisto Island, SC	843-869-2151 866-713-5214	vacasa.com	128 Homes
Edisto Realty	1405 Palmetto Blvd Edisto Beach, SC	843-869-2527 866-856-6538	edistorealty.com	341 Homes
Carolina One Edisto	440 Highway 174 Edisto Island, SC	843-869-2516 800-945-9667	carolinaonevacationrentals.com	103 Homes
Extra Holidays by Wyndham	1 King Cotton, Edisto Beach, SC	843-869-4500	extraholidays.com	47 Condos
Edisto Beach Vacation Rentals	402 Palmetto Blvd Edisto Beach, SC	843-868-1458	Edistobeachvacationrentals.com	20 Homes
VRBO	11920 Alterra Pkwy Austin TX 78758	803-341-5058	vrbo.com	301 Homes
Airbnb	888 Brannan Street San Francisco CA 94103	844-234-2500	airbnb.com	218 Homes

Project Director Signature

Date

Name of Project: _____

Town of Edisto Beach

Name of Event	Estimated Attendance	Roomnights ¹ Estimated	Out of Town Visitors ²	Days in Town	Estimated Visitor Days (# of Visitors x Days in

¹Roomnight is total number of rooms multiplied by nights occupied.

²Visitor is defined as someone who travels at least 50 miles to attend/stays overnight from home in paid accommodations or someone traveling to a high tourist area from outside their home community.

Economic Impact

Average Daily Expenditures	\$170.00
Dollars Requested	\$
Estimated Economic Impact= Visitor Days x Expenditures	\$

Project Director (Signature)

Date