

# Town of Edisto Beach

2414 Murray Street  
Edisto Beach, SC 29438



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townofedistobeach.com

2012 Quarterly Application Deadlines & Funding Periods	
<i>For projects</i>	<b>DEADLINE</b>
<i>February 2, 2012</i>	<b>January 17, 2012</b>
<i>May 3, 2012</i>	<b>April 16, 2012</b>
<i>August 2, 2012</i>	<b>July 16, 2012</b>
<i>November 1, 2012</i>	<b>October 15, 2012</b>

## 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 2414 Murray Street, Edisto Beach, SC 29438

If possible email all items to [mchaplin@townofedistobeach.com](mailto:mchaplin@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 below as well as the questions listed on the application.**

**ACCOMMODATION TAX FUNDING APPLICATION**

FESTIVAL/EVENT      MARKETING-PROMOTIONS-ADVERTISING  
PUBLIC FACILITIES      WATERFRONT EROSION      VISITOR INFORMATION CENTER  
TOURIST SHUTTLE      LAW ENFORCMENT      FIRE PROTECTION      WASTE COLLECTION  
CONSTRUCTION-MAINTENANCE-OPERATION CIVIC OR CULTURAL FACILITY

Please check appropriate category.

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: (Check 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 or      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	100%

Note: See TERC authorized category descriptions below:

- 1-Advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity.
- 2-Promotion of arts and cultural events.
- 3-Construction, maintenance and operation of facilities for civic and cultural activities including construction and maintenance of access and other 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. This is based on the estimated percentage of costs directly attributed to tourists. Also includes public facilities such as restrooms, dressing rooms, parks and parking lots.
- 5-Tourist shuttle transportation.
- 6-Control and repair of waterfront erosion.
- 7-Operating visitor information centers.

11. Briefly describe your project and its goals and objectives.

12. Describe how your project will enhance the visitor and tourist trade within Edisto Beach. (State estimated tourist/visitor dollars to the community, # of visitors expected, other verifiable objectives, etc.)

13. If festival or event, who will be your target audience? What is your estimated total attendance? How many out of town visitors/tourists\* do you anticipate attending? If overnight visitors are expected, how many room nights are anticipated? Please fill out attached worksheet. (\*Tourists are defined as those who travel at least 50 miles to attend.)



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
Atwood Vacations	PO Box 74, Edisto Island, SC	843-869-2151 866-713-5214	Atwoodvacations.com	110 Homes
Edisto Realty	1405 Palmetto Blvd Edisto Beach, SC	843-869-2527 866-856-6538	Edistorealty.com	415 Homes
Kapp Lyons Realty	440 Highway 174 Edisto Island, SC	843-869 800-945-9667	Kapplyons.com	160 Homes
Extra Holidays by Wyndham	1 King Cotton, Edisto Beach, SC		extraholidays.com	47 Condos
Vacation Rentals by Owner			Vbro.com	163 Homes
Great Rentals			Greatrentals.com	24 Homes
Home Away			Homeaway.com	119 Homes

\_\_\_\_\_  
Project Director Signature

\_\_\_\_\_  
Date

Name of Project: \_\_\_\_\_

## Town of Edisto Beach

Name of Event	Estimated Attendance	Roomnights <sup>1</sup> Estimated	Out of Town Visitors <sup>2</sup>	Days in Town	Estimated Visitor Days (# of Visitors x Days in Town)

<sup>1</sup>Roomnight is total number of rooms multiplied by nights occupied.

<sup>2</sup>Visitor 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