

MAKE SURE YOU KEEP A COPY OF YOUR APPLICATION- ESPECIALLY THIS SHEET.

IF AWARDED YOU MUST AGREE TO THE FOLLOWING REQUIREMENTS:

1. Unspent funding must be returned to City of Cayce Hospitality Tax Funds. If your organization is found to have spent funding in any other way than as described and approved per your application, funding must be returned to City of Cayce Hospitality Tax Funds.
2. Any revenue generated by the event or attraction **must be to benefit a community or organization within the limits of City of Cayce.** (Profits cannot go to other division of the organization, if that division is outside of the City of Cayce, SC.)
3. The sponsoring agency shall not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.
4. Promotional material such as brochures, rack cards, etc., a statement must be added that states "Funding assistance provided by the City of Cayce through Hospitality Tax Funds".
5. When projects are finished a final "Accountability Report" is due to the City of Cayce, C/O John Rabon, 1800 12th Street, Cayce, SC 29033.
Accountability Report must include:
 1. A written summary of the project.
 2. A budget, noting the expenses that were outlined on your application.
 - a. A written account of income associated with this project.
 - b. A written account of expenditures associated with the project.
 3. Copies of your cancelled checks and invoices pertaining to the funds we award you.
 4. A marketing plan of how you will promote the project.
 5. Any advertisements or promotional material
 6. Photographs (5 or more) of the project and one additional photo exhibiting your acknowledgment of the City of Cayce through receipt of Cayce Hospitality Tax Funds. (i.e. plaques, signs, etc.)
6. Agree to allow a representative of the City and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this project.
7. I hereby declare that this organization carries liability insurance in the amount of \$_____ and agree to include the City of Cayce as a named insured for purposes of this project. This 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 City of Cayce and its staff from any liability in any action at law or equity associated with its support for this project/activity.

EXECUTIVE DIRECTOR SIGNATURE/DATE:

BOARD CHAIRMAN SIGNATURE/DATE:

APPLICATION CHECKLIST

This sheet is not part of the application, but a tool to assist you in preparing your application.

Required Elements:

- Completed each section of the Hospitality Tax Grant Application. Incomplete applications will not be evaluated. Answers such as N/A or See Attached are not appropriate. Please do not use font sizes lower than 10 point.
- Answer each question and make sure each point in the guidelines is addressed.
- Board Chair signed and dated the application
- Executive Director signed and dated the application – please note in the signature line if your organization does not have an executive director (all volunteer organization).
- Fill out the budget form and make sure your budget narrative/justification has enough detail for each item that will be purchased with Local H-Tax grant funds.

Required Attachments

- Letter from IRS confirming nonprofit status **OR**
- Confirmation of registration with the SC Secretary of State's Office as a nonprofit
- Attach list of current Board of Directors or Governing Board
- Attach a copy of your Liability Insurance

Optional Elements:

- One additional page for the project description
- One additional page for the budget justification (grant expenditures only)

Application Packet

- Made a copy to keep for your files (applicant organization)
- Prepared 2 copies of the application, including the original to send to City of Cayce (total of 3)
- Secured each application with a staple, paper clip or binder clip. No report folders, please.

Mail or Hand Deliver Application to:

City of Cayce Hospitality Tax Grant Application
Attn: John Rabon, Special Projects Coordinator 1800 12th Street
Cayce, SC 29033

QUESTIONS

Call 803.550.9545 or email jrabon@caycesc.gov if you have any questions concerning the application process.