



County of Lexington

County Council

212 South Lake Drive, Suite 601

Lexington, South Carolina 29072

TELEPHONE: (803) 785-8103 FAX: (803) 785-8101

TO: Applicants for Lexington County Accommodations Tax Fund

FROM: Judy Busbee, Assistant Clerk to Council

RE: Applications for FY2016/17 Funding Year - Accommodations Tax

DATE: October 15, 2015

Enclosures (8)

Enclosed find the FY2016/17 Accommodations Tax Fund application with instructions regarding the application process:

- (1) Instruction Sheet for Applicants
- (2) Application for FY2016/17
- (3) Funding Source Form
- (4) Expenditures Form
- (5) Final Report Form for previous funding for the FY2015-16 Accommodations Tax Funds received
- (6) Form W-9 Request for Taxpayer Identification Number and Certification (*New applicants only*)
- (7) Lexington County Bidder/Vendor Application (*New applicants only*)

In order to report accurate information to the Tourism Expenditure Review Committee, please be sure to provide the following data with your application (see Application Question #19. Project Description):

- Total attendance to the event/project versus the number of total tourists in attendance.
- Economic impact generated by tourism to the event/project.
- Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.

Organizations are required to provide an audit of how funds were used during the prior fiscal period of July 1 - June 30 before applying for subsequent funding. Disbursement of funds will be paid quarterly in the subsequent month following the end of each quarter and will require an accounting of all revenues and expenses with copies of supporting documentation as necessary. Any funds not accounted for must be returned to Lexington County at the end of the fiscal year.

DO NOT CREATE YOUR OWN FORM - ELECTRONIC FORMS AVAILABLE
[AT WWW.LEX-CO.SC.GOV](http://WWW.LEX-CO.SC.GOV)

Completed application with documentation must be received by

Friday, January 8, 2016 to:

FY16/17 Accommodations Tax Fund

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072



County of Lexington
ACCOMMODATIONS TAX
FUND FY 2016/2017

APPLICATION INSTRUCTIONS

1. PLEASE FILL IN ALL BLANKS. Incomplete applications will be deemed unresponsive and will be returned to the applicant.
2. According to Chapter 4, Title 6, of the *SC Code of Laws*, Accommodations Tax Funds are to be used only for projects that promote tourism.

- a. Criteria for defining "Tourist" as defined by the *SC Tourism Expenditure Review Committee Guideline*, October, 1998:

"Travel" and "Tourism" mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work. According to the SC Parks, Recreation & Tourism, the Travel Institute of America and other agencies, travel distance is generally defined as 50 miles. However, the SC Tourism Expenditure Review Committee considers any event that brings in tourists to a region and boosts the local economy."

- b. In addition to considering the above mentioned 50-mile radius, the Committee takes into consideration the following additional guiding principles:

- (1) That the expenditure must be used to attract or provide for tourists; or,
- (2) The expenditure cannot be used for an item that would normally be provided by the county or municipality.

3. Organizations applying for funding **must list any other Accommodations Tax Funding they have requested or received from other municipalities or counties for the same funding year.**
4. Accommodations Tax Funds may not be spent on purely local functions. Qualifying events or projects must be able to demonstrate compliance with the criteria named in Section 2. For greater detail on funding eligibility or questions, contact the Lexington County Clerk to Council for clarification.
5. **Organizations must submit a current financial statement.**
6. Organizations must submit a **final report** with their application included with application.
7. Electronic copy may be found at the County website at www.lex-co.sc.gov.
8. Organizations must report any change such as contact person, mailing address, email address, telephone, etc., immediately to:

Contact Person: Judy Busbee, Assistant Clerk to Council
Lexington County Council
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Email: jbusbee@lex-co.com