



County of Lexington

County Council

212 South Lake Drive, Suite 601

Lexington, South Carolina 29072

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

TO: Festival Applicants for Temporary Alcohol Beverage License Fee Fund

FROM: Judy Busbee, Assistant Clerk to Council

RE: Applications for FY2016/17 Funding Year -
Temporary Alcohol Beverage License Fee Fund

DATE: October 15, 2015 Enclosures (7)

Enclosed find the FY2016/17 Temporary Alcohol Beverage License Fee Fund application with instructions regarding the application process:

- (1) Instructions for Applicants
- (2) Application for Funding for FY2016/17
- (3) Funding Source Form
- (4) Expenditures Form
- (5) Final Report for Previous Funding for Temporary Alcohol Beverage License Fee Funding Year FY2015/16
- (6) Form W-9 Request for Taxpayer Identification Number and Certification (*New applicants only*)
- (7) Lexington County Bidder/Vendor Application (*New applicants only*)

Organizations are required to provide an audit of how funds were used during the preceding fiscal period of July 1 - June 30 prior to applying for subsequent funding. Disbursement of funds will be made after the festival and will require an accounting of all revenues and expenses with copies of supporting documentation. Please include the FINAL REPORT form with your supporting documents. 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 ARE AVAILABLE AT WWW.LEX-CO.SC.GOV.

Completed application with documentation must be received

by Friday, January 8, 2016 to:

FY16/17 Festival Application

Lexington County Council

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County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE
FEE FY 2016/17

APPLICATION INSTRUCTIONS

1. PLEASE FILL IN ALL BLANKS. Incomplete applications will be deemed unresponsive and will be returned to the applicant.
2. Organizations applying for funding **must list any other funding they have requested or received from other municipalities or counties for the same funding year.**
3. Temporary Alcohol Beverage License Fee funds are for Lexington County festivals only.
4. In order to receive final funding organizations must submit documentation for expenditures that are in alignment with their original requests using the FINAL REPORT form enclosed.
5. Organizations must submit a **current financial statement** with their application.
6. Electronic copy may be found at the County website at www.lex-co.sc.gov.
7. 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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Lexington, SC 29072
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Email: jbusbee@lex-co.com