



CITY OF BEAUFORT 1.1% HOSPITALITY FUNDS APPLICATION

**All Applications must be fully completed and received by
April 17, 2025, at 5:00 PM.**

Completed applications can be delivered to City of Beaufort, Finance Department, 1911 Boundary Street, Beaufort, SC 29902 or sent by email to jphillips@cityofbeaufort.org. For more information contact Jay Phillips, HTAX Administrator, (843) 525-7071.

Beaufort Code of Ordinances Sec. 7-13003 Hospitality Fee

(2) One and one-tenth (1.1) percent shall be available through appropriation, for advertising to increase tourism and revitalization of the downtown economy. The allocation will be awarded by the Beaufort City Council through the annual budget process, based on budget presentation of certain non-profit organizations invited by city council to present. The presentation to the city council will be conducted during the normal budget period. An allocation of these funds shall be based on the objectives that best achieve city council goals and purposes.

Link to City of Beaufort Strategic Plan

<https://www.cityofbeaufort.org/704/Strategic-Plan-2023-2025>

Instructions, Policies and Procedures

1. Hospitality tax funds are for use by non-profit organizations, 501C3 and 501C6.
2. All areas of the application must be completed. Incomplete applications will be deemed unresponsive and will not be considered for funding.
3. Applications may be submitted in hard copy format or be emailed as an attachment in Portable Document Format (PDF).
4. Applications must include a description of the intended use of the funds for advertising to increase tourism and support the local economy that best achieves the City Council's strategic goals and purposes.
5. City staff will review the applications and submit recommendations for awards to the City Council.
6. The City Council will announce awards during a regular meeting.
7. Approved funding will be issued within ten calendar days from the date of approval.
8. Hospitality tax funds are public funds and as such recipients are subject to a financial audit.

CITY OF BEAUFORT

1.1% HOSPITALITY FUNDS APPLICATION

1. Name or Organization:

2. Applicant:

3. Mailing Address:

4. Director:

5. Treasurer or Administrative Official:

Telephone:

Email:

6. Hospitality Funds Requested:

7. Intended Use of Funds:

8. Applicant Tax Exemption Status. Selection of the organization's status and sufficient documentation (Ex. South Carolina Business Entity Profile, IRS Tax Letter of Exempt Status, etc.)

Non-profit organization registered with the Secretary of South Carolina

Eleemosynary organization established under IRS Code 501 (c) 3,4,5,6,7,10

Other Non-profit organization

9. Federal Employer Identification number (EIN):

10. Provide the information below or as an attachment to your application:

- a. A detailed explanation of the intended use of hospitality tax (HTAX) funds. The HTAX advisory committee must know specifically how you intend to use the funds.

- b. Describe how the proposed expense relates to increased tourism and support of the local economy and best achieve the City's goals and purposes.

SIGNING THIS DOCUMENT CONSTITUTES A STATEMENT OF INTENT TO COMPLY WITH ALL 1.1% HOSPITALITY FUND ALLOCATION GUIDELINES, INCLUDING THE REQUIREMENT TO FOLLOW THE CITY OF BEAUFORT POLICIES AND PROCEDURES AS OUTLINED IN THE PACKET INSTRUCTIONS.

I have read the 1.1% hospitality tax instructions APPLICATION INSTRUCTIONS and fully understand the intended purpose and use of funds. I acknowledge that a misrepresentation of the required information or failure to provide required information will remove me from consideration of the award of Hospitality Tax Funds.

Signature

Printed Name

Organization

Date