

**Town of Kiawah Island State Accommodations Tax Advisory Committee  
Application for Accommodations Tax Funds**

**Letter of Introduction**

The Town of Kiawah Island State Accommodations Tax Advisory Committee will meet Wednesday, March 24, 2010 to consider new applications for funding for fiscal year 2010-2011. To be considered, the completed application must be received by the Town Treasurer by noon on **March 15, 2009**.

For detailed information regarding how state accommodations tax funds can be spent, please refer to the Department of Revenue's official advisory opinion contained in **SC REVENUE RULING #98-22**. This information is available from the Town Treasurer.

As stated in the law, any money in the Tourism-related Fund must be spent on tourism-related expenditures, which include:

1. advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;
2. promotion of the arts and cultural events;
3. construction, maintenance, and operation of facilities for civic and cultural activities including construction and maintenance of access and the 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 cost directly attributed by tourists;
5. public facilities such as restrooms, dressing rooms, parks and parking lots;
6. tourist shuttle transportation;
7. control and repair of waterfront erosion; and
8. operating visitor information centers.

**Please note which of the above applies to this application and write the category number on the Tourism Related Expenditure Category line on page 1 of the application.** A responsible person from the submitting organization must attend the SATAX Advisory Committee meeting on March 24 to present the request /application (limit to five minutes) and to answer committee member questions.

Actions taken by the State Accommodations Tax Advisory Committee must be approved by the Ways and Means Committee and Town Council before funds may be committed to the applicant or dispersed by the Town.

Please retain this cover sheet for your records. For further information, please contact:

H. Kenneth Gunnells, Town Treasurer  
21 Beachwalker Drive  
Kiawah Island, SC 29455

Phone: 843-768-9166  
Email: [kgunnell@kiawahisland.org](mailto:kgunnell@kiawahisland.org)  
Fax: 843-768-5112

NAME OF EVENT: \_\_\_\_\_

**Application Deadline March 15, 2009 at 12:00 noon.**

<b>For Office Use Only</b>	
Total Accommodations Tax Funds Requested: \$	_____
Action Taken by SATAX Committee:	Date Approved _____ Amt _____ Denied _____
Notes:	_____
	_____
	_____
	_____

**Mail Completed Application To:**      **Town of Kiawah Island**  
**Attn: Treasurer**  
**21 Beachwalker Drive**  
**Kiawah Island, SC 29455**

Date of application: \_\_\_\_\_ Amount of request: \$ \_\_\_\_\_

Tourism Related Expenditure Category (see cover page for categories): \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and position of person submitting request: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Applicant Category: Government Agency \_\_\_ Private Business \_\_\_ Other \_\_\_ (Please Specify)

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) 3, 4, 5k, 6, 7, 10

                    Date of IRS Tax Exempt Determination Letter **(Please Attach)** \_\_\_\_\_

Federal Employee Identification Number (FEIN) \_\_\_\_\_ (Required)

Briefly describe your project, and its goals and objectives.

Date(s) of project.

Describe how your project will enhance the visitor and tourist trade on Kiawah Island.

Total estimated attendance: \_\_\_\_\_

Estimated tourist/visitor dollars to the community: \$\_\_\_\_\_

Number of tourist/visitors\* expected: \_\_\_\_\_

Number of overnight visitors: \_\_\_\_\_

Number of room nights expected: \_\_\_\_\_

Other verifiable objectives: \_\_\_\_\_

\* Tourists are defined as those who travel at least fifty miles to attend.

If requesting funding for marketing promotions, what is the medium, target audience for the promotional package and estimated number of readers?

What will it cost to execute this project and what amount is being requested? Provide detailed budget of expenditures and list other sources of funding if applicable. (Including amounts funded from other ATAX sources or organizations)

Is Town support required? If so, describe requirements expected including personnel (i.e. Sheriff's Deputies, Code Enforcement Officers) and the estimated cost of such activities. Is this cost included in this ATAX request?

Is Kiawah Island Community Association (KICA) support required (i.e. Security)? If so, is this cost included in this ATAX request?

Will funding be requested on a continued basis? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many years?

Other Comments.

If the Town provides funds, I agree to provide within sixty (60) days of the event/activity completion, a full written account of the income (e.g. SATAX funds, registration fees, other income sources, etc.) and expenditures associated with the said event/activity, together with an assessment of the value of the expenditure in promoting tourism. An Event Assessment Form will be sent to your organization if SATAX funding is approved for your event/activity.

If the Town provides funds, I agree to allow a representative of the Town and/or its appointed representative to examine the financial records of my organization insofar as they pertain to this event/activity.

I hereby declare that this organization carries liability insurance in the amount of \$\_\_\_\_\_ and agree to include the Town of Kiawah Island as a named insured for purposes of this event/activity.

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 Town of Kiawah Island and its Accommodations Tax Committee from any liability in any action at law or equity associated with its support for this project/activity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date