



## Accommodations Tax Grant Application

**FISCAL YEAR 2025**

**Application Deadline 5:00 p.m., September 6, 2024**

Deliver, mail, or email completed application to:

City of Clemson  
Attn: Leslie Wilder, Finance Director  
1250 Tiger Blvd, Suite 2  
Clemson, SC 29631  
lwilder@cityofclemson.org

To be considered for current year funding, recipients of prior year accommodations tax appropriations must provide a detailed accounting of expenditures with submission of application.

Name of Event: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Tourism Related Expenditure Category 1-8 \_\_\_\_\_  
(see Accommodations Tax Grant Program guide)

Organization Name: \_\_\_\_\_

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

Tax Status (check one):

Tax-exempt charitable organization

Governmental tax-exempt unit

Church/Religious Organization

Other non-profit (specify status)

\_\_\_\_\_

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

Person Submitting Request:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Telephone: \_\_\_\_\_





Accommodations Tax Grant Application  
FY 2025

Have you received funding for this event from any other source?  
(check one)

Yes

No

If yes, please explain below:

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Total expected attendance

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Number of Tourists/Visitors Expected\*:

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\*According to Section 6-4-5 (a)(4), "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.

How do you measure attendance and determine how many visitors attend your event?

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Is City support required? If so, describe requirements expected, including personnel (i.e. Police Department, Public Works, etc.) and the estimated cost of such activities. Is this cost included in the Accommodations Tax Grant request? Rates for police, fire, and sanitation are available upon request.

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**Accommodations Tax Grant Application  
FY 2025**

Will funding be requested on a continual basis?  
(check one)

Yes  No

If yes, how many years? \_\_\_\_\_

List other tourism-related projects/events in which the agency has been involved.

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Provide any supplementary information you wish to have considered.

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**Accommodations Tax Grant Application  
FY 2025**

**Required** – In addition to your project budget, you must submit your organization’s most recent audited financial statements along with a list of all members of the board, commissions or committee. If your organization does not prepare audited financial statements, please provide your most recent IRS 990 return or SC Secretary of State Public Charities Division Annual Financial Report.

Provide a detailed budget showing all sources of revenues and expenditures. If the event, program, or project was approved and received funding last year, a complete financial report of all revenues and expenditures must be submitted with this application.

Project Budget Completed Below

Project Budget Attached

<b>REVENUES</b> (Include all relevant sources, e.g. ticket sales, sponsorships, contributions, accommodations tax, etc.)	Prior Year Amount	Current Budget Request
<b>Total Revenues:</b>		

<b>EXPENDITURES</b> (Include all relevant expenditures, e.g. salaries, fees, advertising, supplies, utilities, equipment, etc.)	Prior Year Amount	Current Budget Request
<b>Total Expenditures:</b>		



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FY 2025**

**STATEMENT OF ASSURANCES**

If this grant application is awarded funding, \_\_\_\_\_ agrees that:  
(Name of Organization)

1. Financial records, support documents, statistical records, and all other records pertinent to Grant funding shall be retained for a period of three years.
2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner to provide maximum competition.
3. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
4. All expenditures must have adequate documentation.
5. All accounting records and supporting documentation shall be available for inspection by the City of Clemson upon request.
6. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by Grant funds.
7. Employment made by or resulting from Grant funding from the City of Clemson shall not discriminate against any employee or applicant on the basis of handicap, age, race, color, religion, sex, or national origin.
8. None of the funds, materials, property, or services provided directly or indirectly under Grant funding from the City of Clemson shall be used for any political activity, or to further the election or defeat of any candidate for public office.

Signed: \_\_\_\_\_  
Applicant Authorized Official Signature

Signed: \_\_\_\_\_  
Signature of Witness

Date: \_\_\_\_\_