GEORGETOWN COUNTY
ACCOMMODATIONS TAX GRANT APPLICATION CHECKLIST

Please confirm that all of the following required documentation has been included with your application:

1. _____ Identification of source and amount of other funding expected to be available to the applicant for the event or project.

2. _____ A brief summary description, of no more than 100 words, of the proposed event or project.

3. _____ An expanded description of the proposed event or project, if necessary to provide further details regarding your proposed event or project.

4. _____ A detailed budget of the proposed event or project including identification of the specific costs for which you are seeking accommodations tax funds.

5. _____ Description of the expected impact on tourism your event will have. Applicants must be able to substantiate how much of the total expenditure is related to tourism.

6. _____ Have you reviewed the County's procurement policies and procedures and determined that you understand and will comply with all pertinent provisions? This is a requirement to receive accommodations tax funding and your signature on the application form will serve as acknowledgement of your intent to comply.

7. _____ Signature of Project Director and Project Treasurer or Administrative Official must be on the application.

8. _____ Submit to the County Finance Department only ONE (1) completed application packet via scan/email (or hard copy). A copy of your completed application will be distributed to the ATAX Committee and the County Finance Director. Note that, if you prefer to use a WORD version of this application form, contact the Finance Dept so that can be emailed to you.

Note: This checklist is provided to assist you in making sure that your application submittal is complete. <u>Please do not return this checklist with your application</u>.