Town of Bluffton Accommodations Tax Workshop

Informational meeting for current and new applicants for Accommodations Tax grants.

Thursday, August 31, 2017 - 6:00 p.m.
Theodore D. Washington Municipal Building,
20 Bridge Street, Bluffton, SC 29910

A. Welcome & Introductions
   1. Accommodations Tax Advisory Committee (ATAC) Chair - Sam Britt
   2. Director of Finance & Administration - Trisha Greathouse

B. Marketing Initiatives - Presentation by the Town’s Designated Marketing Organization - The Hilton Head Island - Bluffton Visitor & Convention Bureau

C. Accommodations Tax (ATAX) Grant Applicant Information
   1. Eligibility
      a. Tourism-related expenses
      b. Non-profit entity with 501(c) designation
      c. Benefit to the Bluffton community
   2. Application Process and Upcoming Improvements
      a. Recommended Pre-Application Meeting for new applicants
      b. Description of event and funds requested
      c. Required financial reports
         i. Budget
         ii. Annual financial statements
      d. Tourism statistics
   3. Review Process
      a. Town staff review
      b. ATAC application review and scoring
      c. ATAC meeting presentation and recommendation
      d. Town Council approval of funding
   4. Reimbursement Process
   5. Final Reporting Requirements

D. Important Dates
   1. Application due dates
   2. Quarterly ATAC meeting dates
   3. Town Council meeting dates
   4. Final report due date

Please contact Natalie Majorkiewicz at (843)706-4546 if you have any questions.