



**CITY OF CAMDEN
FY 2018-19 HOSPITALITY TAX GRANT PROGRAM
REIMBURSEMENT REQUEST PACKET**

In order to receive reimbursement through the Hospitality Tax Grant Program, the grantee must submit the following items by **June 30, 2019**:

- ┌ **Billing Data Sheet**, including:
 - Copies of Invoices
 - Canceled Checks
 - Proof of Performance
 - Include samples of the actual brochure, advertisement, picture of billboard, online screen shot, broadcast scripts, or mp3 etc.
 - Must demonstrate use of Camden brand / logo on the samples
- ┌ ***Completion Report** fully completed
 - **Only submit this with your final reimbursement request*

Your reimbursement request submittal should include the items listed above. Please submit to:

Caitlin Young
Assistant City Manager
City of Camden
PO Box 7002
Camden SC 29021

If you have any questions, please contact Suzi Sale at ssale@camdensc.org.

**City of Camden
Completion Report
FY 2018-19 Hospitality Tax (HTAX) Funding**

I. PROJECT INFO:

Organization Name: _____

Contact Name: _____

Project Name: _____

Describe your event, program, or project: _____

State the geographic target audience(s): _____

II. PROJECT COMPLETION

Were you able to complete the project as stated in your original application? _____

If no, state any problems you encountered: _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project (e.g. lessons learned, successes, problems encountered, etc.) _____

IV. PROJECT ATTENDANCE

Record numbers in table below, as requested by the A-Tax Committee. Complete the chart below.
(Numbers are to reflect attendance and funds received for projects for current and previous years.)

	Previous Year	Current Year
Total budget of event / project		
Amount funded by Camden A-Tax Program		
Amount funded by A-Tax from all sources		
Total attendance		
Total tourists*		
Number of tickets sold		
Price structure		

**Tourists are generally defined as those who travel at least 50 miles to attend.*

Describe the impact the project / program / event had on prepared meals and alcoholic beverages including beer and wine sold:

V. METHODS

Please describe the methods used to capture the attendance data listed above (license plates, registration tracking forms, sign-in pads, ticket sales, website analytics, surveys, etc.): _____

VI. PROJECT BUDGET

Attach report indicating project expenses of Hospitality Tax, including actual revenue / income.

VII. ORGANIZATION SIGNATURE:

Provide signature of official within organization, verifying accuracy of above statements.

Name

Title

Signature

Date

