



CITY OF MYRTLE BEACH APPLICATION FOR GRANT FUNDING

SUMMARY

AGENCY NAME: _____

Previous Awards of City Grant Funds: Last Year \$ _____; Two Years Ago \$ _____

Amount Requested in this application: \$ _____

Committee's Recommendation (leave blank): \$ _____

Program Objective:

Revenue/Expenditure	20 _____ Estimated Revenue	Operating Budget	Estimated Revenue as % of budget
Membership	\$ _____	\$ _____	
Fund-raising			
County/Other Cities			
Other, Specify:			
Other, Specify:			
Personal Services		\$ _____	
Advertising/Promo			
Operational Costs			
Capital Costs			
City of MB Grant request:	\$ _____		
Totals	\$ _____	\$ _____	100%

¹ Committee Recommendation applies only for tourism-related expenditure grants under SC Code §6-4-10(4)(a) of the state-wide 2.0% accommodations tax statute.

APPLICANT'S CHECK LIST:

Each application for funding submitted to the City of Myrtle Beach must include the following items:

- If Applicant is an agency, a Resolution of the Applicant's Board of Directors** approving the Application for Funding and the form of the Grant Agreement and authorizing a designated representative to execute and deliver the Agreement; An example has been provided for you in the appendix of this application package.
- Completed Application form and Exhibits A, B, and**
- Exhibit C, copies of the Agency's audited annual financial statements** for the most recent three years, or for the length of time the organization has been in existence, if less than three years. *Organizations requesting funds for the first time should submit all information requested. Other organizations can submit only last year's financial statements ~ as we have the other information in our files.*
- Other exhibits**—attach any other pertinent information about your program or project, or your agency in general.
- Child Protection Policies**

For grantees serving minors, the grantee shall provide evidence of its written child protection policy with certification of its adoption by the grantee's Board of Directors, Owner(s) or other Principals, together with certificates evidencing any insurance coverage that it carries relative to child protection.

For your convenience, we have listed several links to sources where one may reference information on developing child protection policies.

<file:///C:/Users/mprice/AppData/Local/Temp/Child%20Protection%20Policy-2.pdf>

<https://www.kidpower.org/youth-sports/>

<file:///C:/Users/mprice/AppData/Local/Temp/Child-Protection-Recomendations-final.pdf>

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/>

<http://www.childmatters.org.nz/225/child-protection-policy>

<http://www.tools4dev.org/resources/does-your-organisation-need-a-child-protection-policy/>

<file:///C:/Users/mprice/AppData/Local/Temp/example-child-protection-policy.pdf>

<file:///C:/Users/mprice/AppData/Local/Temp/factsheet-writing-organisational-child-protection-policies-procedures.pdf>

DEADLINE FOR APPLICATION September 26, 2019

Please submit 8 unbound copies to:

Financial Mgmt. & Reporting, 921 Oak Street, Myrtle Beach, SC 29577

CONTACT INFORMATION:

Primary Point of Contact: _____

Address: _____

Telephone: _____

STATEMENT OF APPLICANT OR APPLICANT'S DESIGNATED REPRESENTATIVE:

By my signature, I hereby certify that I am the Applicant or the duly authorized Representative of the Applicant empowered to make and deliver this application for funding from the City of Myrtle Beach. All information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I understand that the provision of false information herein may invalidate the application, or in the event the grant is approved, may result in the revocation of any approved funding and the demand for repayment of any amounts already advanced to the Applicant under the Grant Agreement.

Date: _____ Signature : _____

Printed Name: _____

Title: _____

CATEGORIZING INFORMATION

The information requested in this section will aid us in categorizing your application—that is, finding sources of funding that may be appropriate and allowable for the financing of the grant for which you are applying. It will also help us to document compliance with statutes and agreements governing the expenditure of funds in the event that you receive a grant award.

1. How long has this organization been in existence? _____

Is this organization currently chartered as a private, non-profit corporation under South Carolina law? ____ yes _____ Federal Identification Number
____ no

If this is your first application for funding from the City since April 23, 2002, you must provide copies of the following documents for the City’s file:

- the Secretary of State’s Certificate of Incorporation and Certificate of Existence, and
- your IRS determination letter, if applicable.

2. Indicate the category or categories into which this program falls:

- | | |
|--|--|
| <input type="checkbox"/> advertising and promotion of tourism | <input type="checkbox"/> tourist shuttle transportation |
| <input type="checkbox"/> promotion of the arts and cultural events | <input type="checkbox"/> control and repair of waterfront erosion |
| <input type="checkbox"/> construction/maintenance/operation of facilities for civic and cultural activities | <input type="checkbox"/> visitor information centers |
| <input type="checkbox"/> tourist services, through the criminal justice system, law enforcement, fire protection, solid waste collection and health facilities | <input type="checkbox"/> sporting events, participant |
| <input type="checkbox"/> tourist services through public facilities such as rest rooms, dressing rooms, parks and parking lots | <input type="checkbox"/> sporting events, spectator |
| | <input type="checkbox"/> social services provided to victims of crimes |
| | <input type="checkbox"/> social services of other types |

other, please describe:

3. If you are requesting funds for the **promotion of tourism** or to provide for tourist and visitors to our area, please provide the following information in order to allow for the evaluation of the economic impact of your program:

Expected number of total Visitors/Attendees: _____

Expected Number of Tourist in attendance/served: _____

Estimated number of "room-nights" generated: _____

Provide a brief explanation of the method used to determine the above information: *(example: 4 teams attend 2 day tournament with 10 participants per team. One (1) family member attends per team member for a total of 80 attendees. Forty rooms are utilized for 2 days resulting in 80 room nights generated.)*

If you are unable to provide the requested information, please explain why such information is not available and note that a suitable method of tracking the economic impact of your funding request is important for future funding consideration.

4. If you are requesting funding for advertising for out-of-market promotion, please identify those types of media to be used and indicate the geographical areas you plan to reach.

Media Types: (Please check all that apply)

What Geographical Areas: (City, State)

Internet _____

Email _____

Social _____

TV _____

Radio _____

Print _____

Billboard _____

Other _____

(Please explain)

5. The Exhibits on the following pages must be completed in order for the application to be considered complete. Most items are self-explanatory.

EXHIBIT A. BUDGET OF PROJECT EXPENDITURES

Using the categories listed on the following page, and **providing detail** within categories as necessary, please outline your proposed uses of the requested grant funds. If you are budgeting expenditures that do not fit into any of these categories, please explain and attach hereto.

Personal Services - How many full-time employees? _____ Part-time? _____
 Requested
Total from City Item-Description
Expense of MB

(City of Myrtle Beach) Administrative Costs \$ _____

Advertising/Promotional Costs-
 Requested
Total from City Item-Description
Expense of MB

(City of Myrtle Beach) Advertising/Promotional Costs \$ _____

Operational Costs-
 Requested
Total from City Item-Description
Expense of MB

(City of Myrtle Beach) Operational Costs \$ _____

Capital Costs-
 Requested
Total from City Item-Description
Expense of MB

Capital Costs \$ _____

Total Requested \$ _____

EXHIBIT B. STATEMENT OF REVENUES AND EXPENDITURES, ACTUAL AND *PRO FORMA*

(Provide a summary of your financial performance over the previous year and pro forma projections for the three years beginning With the year for which funding is requested. You may summarize in any reasonable fashion, but the statement should tie in to the Financial statements you are providing. If they do not, you must attach explanations for any difference.

REVENUES	Fiscal Year			
	20____ Actual	Yr of Request Estimate	20____ Estimate	20____ Estimate
TOTAL FINANCING SOURCES				
EXPENDITURES	20____ Actual	Yr of Request Estimate	20____ Estimate	20____ Estimate
TOTAL EXPENDITURES \ AND OTHER USES				

EXHIBIT C. FINANCIAL ACCOUNTABILITY

Attached hereto, submit the organization's financial accountability information as follows:

For 501(c)(3) corporations:

- 1) Organization's Audited Financial Statements for the three previous years (or for the period of time for which it has been in operation if less than three years).
- 2) Form 990 Federal tax return for the previous year.

For all others:

- 1) Audited financial statement, if available.
- 2) Individual's or organization's federal tax return for the previous three years.

If the applicant is a new organization or a non-profit organization with receipts of less than \$50,000 per year, then applicant should contact the Financial Management & Reporting Department prior to submitting the application to discuss an acceptable way to meet this requirement.

EXHIBIT D. FORM OF AGENCY'S RESOLUTION AUTHORIZING APPLICATION FOR GRANT FUNDING FROM THE CITY OF MYRTLE BEACH

RESOLUTION OF _____ [AGENCY] _____ (the "Agency") (1) APPROVING THE FORM OF ITS APPLICATION FOR FUNDING FROM THE CITY OF MYRTLE BEACH (the "City") AND (2) THE GRANT AGREEMENT BETWEEN THE AGENCY AND THE CITY FOR _____ [PROJECT TITLE] (the "Agreement") AND (3) AUTHORIZING THE _____ [OFFICER] _____ OF THE AGENCY TO EXECUTE AND DELIVER THE AGREEMENT IN THE EVENT THAT THE APPLICATION IS APPROVED

RESOLVED, that the form of the Agreement, a copy of which has been filed with the Secretary to the Board of the Agency, and the Application for Funding which has been attached to and made a part of the Agreement are hereby approved.

RESOLVED, that the _____ [officer's title] _____ of the _____ [agency] _____ be and is hereby authorized to execute and deliver the Agreement to the City on behalf of the Agency.

I Certify that these Resolutions of the _____ [agency] _____ were duly made by the members of the Board of Directors of the Agency on _____, 20____.

Secretary to the Board

**PLEASE NOTE ~
THIS FORM IS REQUIRED IN ORDER TO HAVE THE CITY ACCEPT
YOUR ORGANIZATION'S APPLICATION FOR FUNDING.**

APPENDIX

CITY POLICIES REGARDING GRANT FUNDS AWARDED TO OUTSIDE AGENCIES

- A. CITY COUNCIL RESOLUTION OF APRIL 23, 2002, REGARDING REQUESTS FOR FINANCIAL ASSISTANCE
- B. FORM OF GRANT AGREEMENT
- C. GENERAL POLICIES RELATED TO ALL GRANTS TO OUTSIDE AGENCIES
 - 1. Child Protection Policies
 - 2. Freedom of Information Act
 - 3. Grant Expenditure Reviews
 - 4. Tourism-Related Expenditure Grants (State-wide 2% Accommodations Tax)

EXHIBIT A

TEXT OF CITY COUNCIL RESOLUTION OF APRIL 23, 2002, REGARDING REQUESTS FOR FINANCIAL ASSISTANCE

A RESOLUTION TO ESTABLISH A POLICY ON FINANCIAL ASSISTANCE FOR ALL ORGANIZATIONS IN THE CITY OF MYRTLE BEACH.

WHEREAS, organizations, both charitable and for profit, petition the Council to appropriate public money for donation to their purpose; and

WHEREAS, City Council finds that this use of the public funds must be for a public and corporate purpose, as distinguished from a private purpose; and

WHEREAS, a public purpose has for its objective the promotion of the public health, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within a given political division; and

WHEREAS, City Council desires a uniform policy and procedure for requests for financial assistance.

NOW THEREFORE IT IS RESOLVED that individuals or organizations seeking financial assistance from public funds must first contact the Budget Department and submit *pro formas* or financial statements for three years prior to the current request;

AND IT IS FURTHER RESOLVED petitioners should submit their request to this Body factual information as to the ultimate goal or benefit to the public intended by the project; whether public or private parties will be the primary beneficiaries; speculative nature of the project and the probability that the public interest will be ultimately served and to what degree.

EXHIBIT B
FORM OF GRANT AGREEMENT

STATE OF SOUTH CAROLINA)
COUNTY OF HORRY)
CITY OF MYRTLE BEACH)

GRANT AGREEMENT
{funding source}

This Agreement is entered into this ____ day of _____, 20____, by and between the City of Myrtle Beach, South Carolina (the “City”), a body politic, and _____ (the “Grantee”). Grantee has requested funding for a valid public purpose under South Carolina law in its Uniform Grant Application (the “Application”) dated _____, 20____, which is attached hereto and made a part hereof. In consideration of Grantee’s promise to deliver or perform the goods and/or services that are the subject of the Application and the City’s promise to disburse the funds identified in Sec. 1 below, and subject to any Special Conditions as may be expressed in Section 2, Grantee hereby expressly agrees to the terms and conditions outlined in this Agreement.

1. **DESIGNATION OF FUNDS.** By Motion M20____-____ dated _____, 20____, the City Council of the City has affirmed the appropriation and directed the expenditure of the sum of _____ (\$_____) to be paid to Grantee for _____.

2. **SPECIAL CONDITIONS:**

[Enumerate special conditions here or type in “None.”]

3. **EXPENDITURE OF FUNDS; MISAPPROPRIATION.** Grantee has provided in its grant application a statement of the intended uses of these funds and the funds are granted based upon the determination that the proposed use is a valid public purpose under South Carolina law. All funds shall be used for the purposes stated in Sec. 1 above. In order to ensure the proper use of public funds, the City or its agent will conduct a review of grant expenditures of a certain number of its grantees each year. In the event that the review uncovers evidence of any misappropriation of funds, the City will serve notice to the agency that it expects repayment of the misappropriated funds immediately and the grantee will be barred from seeking any further grant funding from the City.

4. **ACCESS TO FINANCIAL RECORDS.** Grantee shall allow one or more representatives of the City access to such financial records of Grantee as would indicate the receipt and disbursement of the funds provided hereunder. Such access shall be scheduled during Grantee’s normal business hours and at the location where such records are customarily maintained by Grantee and shall be granted provided the City has given forty-eight (48) hours notice to Grantee of its desire to review such records.

5. **REQUIRED FINANCIAL STATEMENTS.** Before any funds are disbursed, Grantee shall provide acceptable financial accountability information as required in the grant application covering the last three (3) years or for the period of time for which it has been in operation, if less than three years. The organization will also provide a budget for the current year and two years’ *pro forma* statement of revenues and expenditures/expenses. Normally, these documents will have been provided when the application was filed.

6. **CERTIFICATE OF INSURANCE.** Grantee shall provide a Certificate of Insurance upon such terms as the City requires. Each such certificate shall designate the City as a certificate holder, listing the City as an additional named insured, and shall not be canceled without thirty (30) days written notice to the City.

7. **CHILD PROTECTION POLICY.** In the cases of grantees serving minors, Grantee shall provide evidence of its written child protection policy with certification of its adoption by Grantee’s Board of Directors, Owner(s) or other principals, together with certificates evidencing any insurance coverage that it carries relative to child protection.

8. **INDEMNIFICATION AND HOLD-HARMLESS PROVISIONS.** By accepting the funds which are the subject of this Agreement, Grantee agrees to the extent permitted by state law to indemnify the City and hold it harmless from and against any and all causes of action which may arise out of the course of the

**EXHIBIT B
FORM OF GRANT AGREEMENT**

disbursement and use of the funds which are the subject of this Agreement, to include a reasonable attorney's fee to defend such action or actions.

9. **SOUTH CAROLINA FREEDOM OF INFORMATION ACT.** By accepting any funds under this Agreement, Grantee acknowledges its understanding that it will be subject to the provisions of the South Carolina Freedom of Information Act (the "Act") which is found in the S.C. Code of Laws, Title 30, Chapter 4. Grantee agrees unconditionally that it will abide by the provisions of the Act. To that end, Grantee agrees that it will open all of its meetings to the public, that it will serve proper public notice of any and all meetings, that it will record and maintain the proper minutes of any and all meetings, and that it will otherwise comply fully with the provisions of the Act.
10. **GUIDELINES REGARDING FAITH-BASED INITIATIVES.** By accepting the funds which are the subject of this Agreement, Grantee agrees to the following provisions consistent with the President's guidelines regarding faith-based initiatives:
- a. Faith-based organizations must use funding granted by the City for Social Services only. Social Services programs must reduce poverty, improve opportunity for lower income children, revitalize a lower income community, empower lower income people to be self-sufficient or otherwise help people in need.
 - b. The program must not discriminate among its members based upon religious affiliation or participation in religious activities.
 - c. No inherently religious activity may be funded with money from this grant. Inherently religious activity is defined as worship, religious instruction or proselytizing. Any and all inherently religious activities conducted by Grantee must be separated in space and time from activities funded by this grant.
11. **ACKNOWLEDGEMENT OF GRANT.** Grantees using published materials of any kind to acknowledge agencies providing for their projects or events may publish the official City Seal, copy available from the City's Public Information Department, and/or should use the following text: "[Grantee name] acknowledges the financial support of the City of Myrtle Beach." This executed grant agreement shall serve as the City's prior written consent to publish such an acknowledgement.
12. **GRANT NOT TO BE CONSTRUED AS CO-SPONSORSHIP.** This grant shall not be construed as co-sponsorship of any event or project of Grantee. Grantee may not publish the City's logo or use other language in such a way as to imply the City's co-sponsorship of an event without the approval, by motion or resolution of City Council, of the City's co-sponsorship of the event or project.

The City may terminate this agreement upon thirty (30) days written notice.

If it is later determined that the funds disbursed hereunder were not spent for a valid public purpose and according to the terms of this Agreement, then Grantee shall, upon the City's demand, repay all or such portion of the funds disbursed hereunder as the City may determine not to have been spent in such a manner.

WITNESS OUR HANDS AND SEALS on the day and year first written above.

WITNESSES FOR THE CITY:

CITY OF MYRTLE BEACH

_____, City Manager

WITNESS FOR GRANTEE:

Grantee

EXHIBIT C
POLICIES APPLICABLE TO ALL GRANT AGREEMENTS

**REVIEW CAREFULLY, YOU WILL BE REQUIRED TO SIGN A SIMILAR
AGREEMENT & PROVIDE PROOF OF INSURANCE AS DETAILED IN
SECTION 4 ABOVE PRIOR TO RELEASE OF FUNDING.**

UNIFORM GRANT APPLICATION PACKAGE

This application package has been developed by the Department of Financial Management & Reporting in order to facilitate requests for funding from the City of Myrtle Beach, in a manner consistent with City Council's Resolution of April 23, 2002, establishing a policy on funding requests from outside agencies.

The Applicant should fill out the application forms completely and provide all of the accompanying information as outlined in the forms for attachments A, B, and C. Attachment D is reserved for the organization's three most recent complete audited financial statements. In the event that an audit has not yet been completed for the most recently ended fiscal year, the Applicant may submit unaudited information for that year with this application package. *Any approved grants will be made contingent upon the organization's providing a complete audited financial report within 120 days of the end of its fiscal year.*

This package also includes the form of the Grant Agreement between the City and the Agency. *In the event that funding is approved, such an Agreement will have to be executed prior to the release of any funds.* The Applicant should become familiar with the Agreement prior to completing the application and should be certain of his or her ability to execute and deliver the Agreement. If the Applicant is an agency, the agency must provide a certified resolution of its governing board authorizing its representative to execute and deliver the Grant Agreement. A sample resolution has been provided as well.

CHILD PROTECTION POLICIES.

For grantees serving minors, the grantee shall provide evidence of its written child protection policy with certification of its adoption by the grantee's Board of Directors, Owner(s) or other principals together with certificates evidencing any insurance coverage that it carries relative to child protection.

FREEDOM OF INFORMATION ACT.

All organizations that accept funding from the City are subject to the South Carolina Freedom of Information Act. The Act contains requirements for open meetings, public notice and record-keeping, among other things. It may require disclosure of certain information that might normally be considered of a sensitive nature to your organization. See S.C. Code of Laws, Title 30, Chapter 4—*Freedom of Information Act*.

GRANT EXPENDITURE REVIEWS.

The City or its agent will conduct a review of grant expenditures of a certain number of its grantees each year. In the event that the review uncovers evidence of any misappropriation of funds, the City will serve notice to the agency that it expects repayment of the misappropriated funds immediately and the grantee will be barred from seeking any further grant funding from the City.

TOURISM-RELATED EXPENDITURE GRANTS

SC Code Sec. 6-4-10 provides guidelines for from the Tourism-Related Expenditure earmark of the 2% state-wide Accommodations Tax. It states that:

"Tourism-related expenditures" include:

- (i) advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity;

EXHIBIT C
POLICIES APPLICABLE TO ALL GRANT AGREEMENTS

- (ii) promotion of the arts and cultural events;
- (iii) construction, maintenance, and operation of facilities for civic and cultural activities including construction and maintenance of access and other nearby roads and utilities for the facilities;
- (iv) 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 costs directly attributed to tourists;
- (v) public facilities such as restrooms, dressing rooms, parks, and parking lots;
- (vi) tourist shuttle transportation;
- (vii) control and repair of waterfront erosion, including beach renourishment;
- (viii) operating visitor information centers.