



# 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): \$ \_\_\_\_\_

**Date(s) of venue:** \_\_\_\_\_

**Program Objective:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

<sup>1</sup> 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>

**DEADLINE FOR APPLICATION September 22, 2023**

**Please submit 8 copies to:**

**Financial Mgmt. & Reporting, 921 Oak Street, Myrtle Beach, SC 29577**  
**CONTACT INFORMATION:**

Primary Point of Contact: \_\_\_\_\_

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

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

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

**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:

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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.

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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 \_\_\_\_\_

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Email \_\_\_\_\_

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Social \_\_\_\_\_

---

TV \_\_\_\_\_

---

Radio \_\_\_\_\_

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Print \_\_\_\_\_

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Billboard \_\_\_\_\_

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Other \_\_\_\_\_

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(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? \_\_\_\_\_

<u>Total</u>	Requested	
<u>Expense</u>	from <u>City</u>	<u>Item-Description</u>
	of <u>MB</u>	

(City of Myrtle Beach) Administrative Costs        \$ \_\_\_\_\_

**Advertising/Promotional Costs-**

<u>Total</u>	Requested	
<u>Expense</u>	from <u>City</u>	<u>Item-Description</u>
	of <u>MB</u>	

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

**Operational Costs-**

<u>Total</u>	Requested	
<u>Expense</u>	from <u>City</u>	<u>Item-Description</u>
	of <u>MB</u>	

(City of Myrtle Beach)                      Operational Costs                      \$ \_\_\_\_\_

**Capital Costs-**

<u>Total</u>	Requested	
<u>Expense</u>	from <u>City</u>	<u>Item-Description</u>
	of <u>MB</u>	

**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.

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**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”). The 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 the 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 enumerated in Section 11, the Grantee hereby expressly agrees to the terms and conditions outlined in this Agreement.

1. **GRANT OF FUNDING.** By appropriation in the annual budget ordinance and by the allocation of funding established in Motion M20\_\_-\_\_ dated \_\_\_\_\_, 20\_\_, the City Council has appropriated and directed that the sum of \_\_\_\_\_ (\$\_\_\_\_.00) should be paid to the Grantee for use in its performance under the terms of this Agreement.
2. **FUNDS TO BE EXPENDED FOR VALID PUBLIC PURPOSES.** The Grantee has provided in its grant Application a statement of the intended uses of these funds and, unless otherwise specified, this Agreement anticipates that the funds will be used for such valid public purposes under South Carolina law as are expressly identified in (a) the agency’s Application or (b) any Special Conditions stated in Section 11 of this Agreement.
3. **TERM AND TERMINATION.** Unless otherwise provided herein, the term of this Agreement shall commence as of the date hereof and shall terminate as of the 30<sup>th</sup> day of June next occurring.  
  
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 in compliance with Section 2 above, then the 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.
4. **REQUIRED FINANCIAL STATEMENTS.** Before any funds are disbursed, the Grantee shall provide copies of its financial statements for 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 as attachments to the Application.
5. **FINANCIAL RECORDS.** Upon the termination of this grant, the Grantee shall provide to the City copies of financial records of the Grantee evidencing the receipt and disbursement of the funds provided hereunder.  
  
During the term of this Agreement, the Grantee shall allow the City, or a public accountant designated by the City, access to such financial records at the location where its records are customarily maintained. Such access shall be granted upon the City’s forty-eight (48) hour written notice to the Grantee of its intention to review such records.
6. **CERTIFICATE OF INSURANCE.** The Grantee shall provide a Certificate of Insurance upon such terms as the City may require. 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. **INDEMNIFICATION AND HOLD-HARMLESS PROVISIONS.** By accepting the funds which are the subject of this Agreement, the 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 that are the subject of this Agreement, to include a reasonable attorney's fees to defend such action or actions.

8. **SOUTH CAROLINA FREEDOM OF INFORMATION ACT.** By accepting any funds under this Agreement, the 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.
9. **GUIDELINES REGARDING FAITH-BASED INITIATIVES.** By accepting the funds which are the subject of this Agreement, the 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 the Grantee must be separated in space and time from activities funded by this grant.
10. **GRANT NOT TO BE CONSTRUED AS CITY SPONSORSHIP.** This grant shall not be construed as sponsorship of any event or project of the Grantee. Any Grantee desiring to acknowledge this grant in published materials may use the following text: "[*Grantee name*] wishes to acknowledge a grant from the City of Myrtle Beach that helped to defray the costs of [*name of event or project*]." Otherwise, the Grantee may not publish the City's logo or list the City as a sponsor or endorser without the City's prior written consent.
11. **SPECIAL CONDITIONS.**

No special conditions apply unless they are enumerated in this section.

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

WITNESS FOR THE CITY:

CITY OF MYRTLE BEACH

\_\_\_\_\_

\_\_\_\_\_

Jonathan (Fox) Simons, City Manager

WITNESS FOR THE 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:

**EXHIBIT C**  
**POLICIES APPLICABLE TO ALL GRANT AGREEMENTS**

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