

INSTRUCTIONS

All applications must be received by 3:00 PM on Friday, September 30, 2016.

Applications received after this time and date may jeopardize your organization's ability to receive funding.

One original copy of the application should be mailed to:

City of North Charleston

Attn. Amy Heath, Accommodations Tax Secretary

P.O. Box 190016

North Charleston, SC 29419

OR hand delivered to 2500 City Hall Lane, Office of the Mayor

One electronic copy should be delivered via email to:

amyheath@northcharleston.org

Complete all questions using 11pt font or larger. **Use only the space provided on the application form. Please do not use earlier versions of this form.** The 2016 application form has been revised so therefore earlier versions will not be accepted.

Section II Financial Information must be completed on the form. **An attached financial statement or budget will not be accepted.**

Applicants must be registered with the SC Secretary of State's Division of Public Charities. Nonprofit organizations need to include a copy of their confirmation letter of registration with their grant application. For additional information see South Carolina's Secretary of State's Official Web site <http://www.scsos.com/> or call 803-734-1790.

Before submitting your application, please check to ensure that you have included the following:

- Your IRS Letter (if applicable);
- A list of officers, staff and board members;
- Completed application with all required signatures;
- A copy of your confirmation letter of registration from the SC Secretary of State's Division of Public Charities; and
- Completed W9 Form.

No other attachments will be accepted.

This application is available on the City's website at www.northcharleston.org you may also request a digital copy by emailing Amy Heath at amyheath@northcharleston.org.