

FY 2017 APPLICATION PROCEDURES
HORRY COUNTY ACCOMMODATIONS TAX
ADVISORY COMMITTEE

1. All applicants will completely fill out the provided application.
2. Current meeting location is **The Horry County Govt. & Justice Center Administrative Offices - Multipurpose Room B (upstairs) at 9:00 a.m.** The meeting dates are set based upon projected funds. Call the Committee Coordinator (below) to verify dates and times or check our website at <http://www.horrycounty.org/Departments/Finance.aspx> to see if anything has been scheduled.
3. All applications **must be received by the Committee Coordinator by February 29, 2016.** Applications received after the deadline will not be placed on the upcoming agenda by the Coordinator.
4. Please include the following with your application:
 - a. A detailed proposed budget for the project being requested.
 - b. A detailed proposed budget for the specific planned expenditures within the project being requested.
5. Applicants who have previously applied will include a complete accounting of expenditures that was turned into Horry County Finance, for your previous request.
6. You will need to be present at both meetings, however a presentation will only be planned at first reading. Your absence at either meeting will result in removal from the agenda.
7. It is recommended, but not required, that 1st time applicant's contact the Committee Coordinator (below) to determine any specific items you may need to provide.
8. If additional information is requested, please forward it to the Committee Coordinator prior to the meeting.
9. Please send ***10 copies*** of your application.

MAIL YOUR APPLICATION TO:

Caroline Shipley
Committee Coordinator
Horry County Finance Department
P. O. Box 296
Conway, SC 29528-0296
Phone# (843) 915-5260