



## FY26 Hospitality Tax Grant Payment Request Form

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

Amount Requested\*: \_\_\_\_\_

\* Per Richland County Policy, up to 75% of the allocated funding can be provided upfront. The remaining 25% or the balance of the allocation will be provided once a final report is submitted, reviewed and approved by the Grants Manager.

**REQUIRED ATTACHMENTS: (your payment will not be processed until the following documents are received)**

**1. List of Grant Expenses** - Please attach an **itemized list** of expenditures. The total should match the total amount of funds you are requesting. The list should include vendor name, amount and expense category (Entertainment, Marketing or Security).

**2. A current balance sheet**, which is defined as a financial "picture" of a company at a given date in time that lists a nonprofit's assets, liabilities, and the difference between the two, which is the nonprofit's equity, or net worth. It can also be defined as an itemized statement which lists the total assets and the total liabilities of a given business to portray its net worth at a given moment of time.

For organizations who received FY25 grant funding, Richland County must have a completed **final report** form for your 2024-2025 projects/programs on file prior to releasing FY26 funds.

**ORGANIZATION SIGNATURE:**

Provide signature of the Authorizing Official within organization, verifying accuracy of above statements and attachments.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For questions, please call Matiah Pough, Grants Manager at 803.576.5459.**

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