

Milroy, Shannon

From: noreply@civicplus.com
Sent: Tuesday, September 23, 2025 3:17 PM
To: ATax Communications
Subject: Online Form Submittal: Accommodations Tax Grant Application

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Accommodations Tax Grant Application

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Accommodations Tax Grant Application Instructions [Accommodations Tax Grant Application Instructions](#)

Accommodations Tax Grant Application Instructions I have read and acknowledged the Town of Bluffton, SC Accommodations Tax Grant Application Instructions.

(Section Break)

Application Date 9/25/2025

Project Name Vienna Boys Choir Concerts

Project/Event Location Low Country Community Church, Bluffton, SC

Is this a new project or event? Yes

If yes, did you or a team member discuss your application with town staff prior to applying? Yes

Project/Event Start Date: 2/23/2026

Project/Event End Date	2/24/2026
Multi-Year Project/Event?	No
Total Project Costs	\$58,210.00
Total ATAX Funds Requested	\$10,000
Percent of Total Budget	17%
Date the funds are needed:	1/1/2026
Full Legal Organization Name	Hilton Head Choral Society
Address	P.O.Box 22235
Street Address Line 2	<i>Field not completed.</i>
City	Hilton Head Island
State	SC
Zip Code	29925
Applicant must be designated as a non-profit entity to receive ATAX funds. Is your entity a non-profit organization?	Yes

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Organization Primary Point of Contact	
First Name	David
Last Name	Coyle
Title	Grantwriter
Phone Number	8434220689
E-mail Address	dhcoyle@roadrunner.com

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Organization Secondary Point of Contact

First Name	Mona
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Last Name	Huff
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Title	Vice President
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Phone Number	9143915320
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E-mail Address	monahuff@gmail.com
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TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

Project Description:	<p>On the evenings of February 23 and 24, 2026 the Hilton Head Choral Society ("HHCS" or "we") is presenting concerts by the Vienna Boys Choir, a world-renowned choir from Vienna, Austria. The choir, made up of boys 8-15, has been performing since the 15th century when it was formed as the choir of the Austrian Empire. The choir began performing concerts away from Austria in the 1920s and made its first tour in the United States in 1932. Since then, it has become a favorite of audiences all over the country. HHCS is fortunate to be able to attract them to Bluffton since the majority of their concerts are in larger metropolitan area of venues close by. The concerts will be held at the Low Country Community Church on Buckwalter Pkwy. That venue was chosen because of its ability to accommodate very large audiences. In addition, the church, recognizing the uniqueness of this opportunity, is contributing the use of its facilities free of charge. We believe that programs such as these help make Bluffton an attractive destination for tourists.</p>
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List any required permits, if applicable. If none, type "N/A":	N/A
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Describe all planned advertising and marketing for this project/event:	<p>The following marketing activities are planned:</p> <ul style="list-style-type: none"> -Digital marketing with a national magazine,with TV stations -Email blasts with partnering arts organizations -Magazine/print advertising in local magazines -Program ads in local and regional performing arts performances and venues -Social media posts -Rack cards and posters distributed widely -Web calendar postings
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Please list all media outlets you intend to	<ul style="list-style-type: none"> -Garden and Gun magazine -Charleston Gaillard Center
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utilize for your project/event (i.e. names of magazines, TV and radio stations, etc.):	-WTOC -Hilton Head/Bluffton Sun -Local Life -CH2/CB2 -WHHI -SCETV and GPB
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All advertising/marketing paid for with Town of Bluffton Accommodations Tax dollars must incorporate the branding shown here: **Town of Bluffton Brand Standards. The use of the Town's logo must meet the design standards outlined at the aforementioned link and be approved by the Town. Designs may be submitted electronically using this [link](#). Please allow five (5) business days for approval.**

Impact on or Benefit to
Tourism:

Because of the unique nature of this event, it is difficult to anticipate the size of the audience for the two nights or how many of the attendees will be tourists. However, we do have one indication of the enthusiasm with which these concerts will be received. In 2018, when the Boys Choir was previously touring the U.S., HHCS sponsored a one night concert held on Hilton Head at Holy Family Catholic Church. That venue can hold about 1,000 persons and every seat was taken. Importantly, 45% of the attendees were from outside Hilton Head, a percentage twice as large as is typical for our normal Hilton Head concerts. We feel confident that this indicates that two nights of concerts will attract large audiences with a significant turnout of tourists. Adding to that confidence are several aspects of the Bluffton venue versus the Hilton Head one. The venue itself accommodates slightly larger audiences; it has significantly better parking facilities and has more comfortable seating and much better sight lines to the stage. In addition, attending a concert on the outskirts of Bluffton will be more convenient and easier for tourists than one at the south end of Hilton Head.

For purposes of budgeting for the concerts, we have been very conservative in our estimates of audience size, assuming total attendees of about 1,400 for the two nights. We will be surprised and disappointed if this figure is not exceeded. However, if tourist attendance is similar in percentage to that in 2018, our budget would indicate about 630 tourists. The actual number of attendees and tourists will be collected by our on-line ticketing system, [Tix.com](#). At the door purchasers will be asked for similar information by our box office volunteers.

We believe that arts and cultural events, such as these

concerts, help make Bluffton a well rounded and attractive destination for tourists. In particular, because the concerts end about 9 PM there is a likelihood that some attendees will want to spend the night in local accommodations.

“Tourist” means a person who does not reside within the corporate limits of the Town or within a Town zip code that takes a trip into the corporate limits of the Town for any purpose, except daily commuting to and from work.

“Travel” and “Tourism” mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work.

Additional Comments: *Field not completed.*

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

FINANCIAL INFORMATION

To download the Town’s required Line-Item Budget Form, click here:
<https://www.townofbluffton.sc.gov/DocumentCenter/View/4295/ATAX-Grant-Application-Line-Item-Budget-Form>

Download and save the form and hit "Back" in your web browser to return to the application. Once the form is completed, attach it on the following line.

Town’s required Line-Item Budget Form:	Bluffton ATAX Grant Application Line-Item Budget 202410070635418371(1).pdf
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Most Recent Fiscal Year Balance Sheet and Profit and Loss Accounting Statement	Financial Statement Fiscal 25.docx
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Financial Guarantee	Bluffton Board Minutes.docx
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Applicant must provide a copy of official minutes wherein the sponsoring organization approves the project and commits the organization to financial responsibility for carrying it out to the stage of completion.

(Section Break)

Have you requested, received, or been awarded ATAX funding from other state or local entities for this project/event?	Yes
If yes, please list all sources and amounts: Awarding Agency	Beaufort County
Amount	Requested \$5,000.00
Awarding Agency	<i>Field not completed.</i>
Amount	<i>Field not completed.</i>
Have you received or been awarded ATAX funding from other state or local entities for any other project/event?	Yes
Awarding Agency	Hilton Head
Amount	\$20,000.00
Project/Event	2024-2025 Concert Season on Hilton Head
Year of Award	2025
Awarding Agency	<i>Field not completed.</i>
Amount	<i>Field not completed.</i>
Project/Event	<i>Field not completed.</i>
Year of Award	<i>Field not completed.</i>

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

PRIOR RECIPIENT'S REPORT

If your organization has received ATAX funding from the Town of Bluffton in previous years, you must complete the below information.

If you have not received ATAX funding from the Town of Bluffton, please answer "No" and skip this section, and sign and submit your application.

Has your organization previously received ATAX funds from the Town of Bluffton?

No

(Section Break)

Please attach a copy of your organization's IRS Designation Letter showing your non-profit status .

[IRS 501\(c\)\(3\) Determination Letter to HHCS.pdf](#)

Please upload a copy of your current Town of Bluffton Business License, which is required of all applicants.

[Business license Bluffton.pdf](#)

Additional Application Documents

Field not completed.

Additional Application Documents

Field not completed.

Additional Application Documents

Field not completed.

Additional Application Documents

Field not completed.

TOWN OF BLUFFTON ACCOMMODATIONS TAX GRANT APPLICATION

All applicants will be required to come before the Accommodations Tax Advisory Committee (ATAC) and answer any and all questions when scheduled to do so.

Any organization awarded funds for advertising/marketing must incorporate the Bluffton Heart of the Lowcountry brand logo in all promotional materials and advertising.

The South Carolina Freedom of Information Act (FOIA) defines a “public body” as any organization or corporation supported in whole or in part by public funds or expending public funds. If awarded, your organization's acceptance of public funds from the Town of Bluffton may cause your organization to come within the meaning of “public body” as defined by the Freedom of Information Act. S.C. Code Ann. §30-4-10, et seq. (Supp. 2002). Accordingly, this is to advise that by accepting public funds, your organization may be subject to the South Carolina Freedom of Information Act.

By submitting this application, the organization certifies that it has read and understands the paragraphs above. The organization additionally certifies that it does not discriminate in any manner on the basis of race, color, national origin, age, sex, disability, religion, or language and that all funds that may be received by the applicant organization from the Town of Bluffton, South Carolina will be solely used for the purposes set forth in this application and will comply with all laws and statutes, including the South Carolina Code of Laws regarding Allocations of Accommodations Tax Revenues.

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Signature

David H Coyle

Signatory's Title or
Position

Grantwriter

Email not displaying correctly? [View it in your browser.](#)

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077552422
Dec. 15, 2008 LTR 4108 Attachment 2
57-0834963 000000 00 000
00027018
BODC: TE

HILTON HEAD CHORAL SOCIETY INC
PO BOX 22235
HILTON HEAD SC 29925-2235353



008241

Employer Identification Number: 57-0834963
Person to Contact: Mr. R. Molloy
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Nov. 11, 2008, regarding your tax-exempt status.

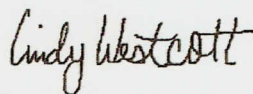
Our records indicate that a determination letter was issued in May 1989, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Cindy Westcott
Manager, EO Determinations

TOWN OF BLUFFTON

New Out-of-Town Business

TOWN OF BLUFFTON - Expires:04/30/2026

License No.	25-09-1530	Business Name:	Hilton Head Chorale Society
Date Issued:	09/17/2025		
NAICS Title:	Independent Artists, Writers, and Performers	Business DBA Name:	Hilton Head Chorale Society
Business Type:	Chorale Society	Physical Address:	99 Main St Ste# 103 Hilton Head Island, SC 29926

NON-TRANSFERABLE | TO BE PLACED IN A CONSPICUOUS PLACE

Section 6-21 Purpose and Duration of Business License

ALL BUSINESSES LOCATED IN THE TOWN OF BLUFFTON MUST POST THE BUSINESS LICENSE IN A VISIBLE LOCATION WITHIN THE BUSINESS LOCATION AS REFERENCED ABOVE AND IS VALID FOR THIS LOCATION ONLY. ALL BUSINESSES LOCATED OUTSIDE THE TOWN OF BLUFFTON MUST KEEP A CURRENT COPY WHILE CONDUCTING BUSINESS INSIDE THE TOWN OF BLUFFTON. CHANGE IN LOCATION OR OWNERSHIP REQUIRES A NEW LICENSE. IF THE BUSINESS IS CLOSED, CONTACT OUR OFFICE AT 843-706-4501 TO UPDATE ACCOUNT.

Mona Huff
Hilton Head Chorale Society
PO Box 22235
Hilton Head Island, SC 29925

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
REVENUES

Revenues - Cash

Sponsorships \$ _____

Donations \$ _____

ATAX Grants/Funding from Other Entities* \$ _____

** Do **NOT** include anticipated award funds requested in this application*

Other Grants (please name): \$ _____

Vendor Fees \$ _____

Registration Fees \$ _____

Other Fees (please name): \$ _____

Other Fees (please name): \$ _____

Mercandise Sales \$ _____

Other Sales (please name): Ticket Sales \$ 60000

Other Sales (please name): \$ _____

Other Revenue (please name): \$ _____

Other Revenue (please name): \$ _____

Revenues - In-Kind Contributions

Volunteer Hours \$ _____

Donated Items \$ _____

Donated Services \$ _____

Other (please name): \$ _____

Other (please name): \$ _____

Other (please name): \$ _____

Total All Revenue Sources: \$ 60000

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET

EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

Amount

Advertising & Promotion of Tourism or Arts and Cultural Events

Local Newspaper/Digital Advertising	\$	
Regional Newspaper/Digital Advertising	\$	
National Newspaper/Digital Advertising	\$	4000
Local Magazine/Digital Advertising	\$	3000
Regional Magazine/Digital Advertising	\$	1200
National Magazine/Digital Advertising	\$	
Local Radio Advertising	\$	
Regional Radio Advertising	\$	
National Radio Advertising	\$	
Local Television Advertising	\$	
Regional Television Advertising	\$	4500
National Television Advertising	\$	
Billboards	\$	
Social Media Advertising	\$	1000
E-mail and/or Text Blasts	\$	1000
Postcards/Mailers	\$	200
Posters/Banners/Signage	\$	100
Graphic Design of Marketing/Writing or Press Releases	\$	
Web Hosting for Event (not organization)	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	
Other (please name):	\$	

Facilities for Civic and Cultural Events

Rentals: Tables, Chairs, Stages, Tents	\$	500
Rental: Sound, Audio Equipment	\$	400
Construction	\$	
Repairs to Facilities	\$	
Maintenance of Facilities	\$	1500
Other (please name): Church Staff	\$	600
Other (please name): Stage Crew	\$	2000
Other (please name):	\$	

TOWN OF BLUFFTON
ACCOMODATIONS TAX GRANT APPLICATION BUDGET
EXPENSES

Eligible Tourism-Related Expense Categories (per SC Code of Laws)

Amount

Tourist Transportation

Company Name: \$

Company Name: \$

Public Facilities

Temporary/Portable Restrooms \$

Permanent Restrooms \$

Parks \$

Parking Lots \$

Other (please name): \$

Other (please name): \$

Municipality and County Services

Dumpster Rental/Trash Hauling \$

Security Provided by Bluffton Police Department \$

Security **NOT** Provided by Bluffton Police Department \$ 800

Total of ATAX Eligible Expenses: \$ 20800

Other/Ineligible Expenses

Applicants should list all other project/event expenses that are not eligible for ATAX funds and not listed above.

Item

Amount

Programs \$ 5655

Performance Props \$ 1755

Fee for Vienna Boys Choir \$ 30000

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

Total of Other/Ineligible Expenses: \$ 37410

Total Project/Event Budget: \$ 58210

Total Project/Event Profit or Loss \$ 1790

Hilton Head Choral Society

Balance Sheet as of May 31, 2025

ASSETS**Current Assets****Checking/Savings****Operating Funds Checking**

50,727.85

Reserve Fund**Savings**

31,695.92

CD due 7-22-25

39,443.06

CD due 1-22-26

21,408.88

Total Reserve Fund92,547.86**Total Current Assets**143,275.71**TOTAL ASSETS**143,275.71**LIABILITIES & EQUITY****Liabilities**

0.00

Equity**Unrestricted Net Assets**

112,694.63

Net Income30,311.08**Total Equity**143,005.71**TOTAL LIABILITIES & EQUITY**143,005.71

**HILTON HEAD CHORAL SOCIETY
PROFIT AND LOSS STATEMENT
FISCAL YEAR ENDED
5/31/2025**

Income	
Contributions	\$37,824
Grants	
Beaufort County ATAX	1,250
Hilton Head ATAX (24&25)	17,908
SC Arts Commission	15,148
HHCS Endowment Fund	2,075
Interest	3,887
Concert Revenue	128,910
Membership Dues	<u>10,400</u>
Total Income	\$ 217402
Expenses	
Marketing	\$39,449
Performance/Production	26,507
Concert Payroll	46,200
Administrative Expense	28,581
Staff Compensation	<u>46,355</u>
Total Expense	\$187,092
Net Surplus	\$30,310



BOARD OF DIRECTORS MEETING – Sunday, September 21, 2025

MINUTES

Hilton Head Choral Society Board of Directors met at the Christ Lutheran Church in Hilton Head. President Christine Sibley-Hart called the meeting to order at 4:02 pm.

In attendance were Kathy Burmeister, Mari Chinich, Monica Franklin, Mona Huff, Samantha Larkin, Mindy Mason, Dustin Ousley, Christine Sibley-Hart, and Kristin Taylor.

ATAX Grant Application:

Mona Huff made the following motion:

I move the Board of Directors approve the application for a 2026 Accommodations Tax Grant from the Town of Bluffton. This application is to be submitted by David Coyle no later than September 26, 2025, and HHCS approves of the project/event and commits the organization to financial responsibility for carrying out the project/event to the stage of completion.

The motion was seconded and unanimously approved.

Respectfully submitted,
Mindy Mason, HHCS Secretary