



Becky Vires  
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## MEMORANDUM

TO: Applicants for Greenville County Accommodations Tax Grants  
FROM: Becky Vires, Administrative Assistant *BV*  
RE: Applications for Fiscal Year 2012-2013 Funding – Accommodations Tax  
DATE: December 6, 2011

Dear Prospective Applicant:

You will find enclosed the following documents relating to the FY 2012-2013 Accommodations Tax funding year:

- Application Instructions for FY 2012-2013
- County of Greenville Guidelines for Accommodations Tax, as approved by County Council
- Application for Funding for FY 2012-2013

Please read all of this material carefully as it contains critical information regarding the new funding cycle. Your completed application must reach the Procurement Services office no later than **3:00 p.m. on Tuesday, January 31, 2012.** Please deliver or mail to the following address:

County of Greenville  
Procurement Services Division  
Attn: Nadine Chasteen, CPPB, CPPO, Director  
301 University Ridge, Suite 100  
Greenville, SC 29601

Please do not hesitate to contact me if you have any questions.

Enclosures (3)

cc: Nadine Chasteen, CPPB, CPPO, Director