

TOWN OF SEABROOK ISLAND

Community Promotion & Engagement Committee Regular Meeting

January 19, 2023 – 1:00 PM

Town Hall, Council Chambers
2001 Seabrook Island Road
Seabrook Island, SC 29455



[Watch Live Stream \(YouTube\)](#)

Virtual Participation: Individuals who wish to participate in the meeting via Zoom may call (843) 768-9121 or email kwatkins@townofseabrookisland.org for log-in information prior to the meeting.

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

1. Regular Meeting: October 20, 2022

NEW BUSINESS ITEMS

1. 2023 Community Promotion Grants

ITEMS FOR INFORMATION / DISCUSSION

1. New Communication & Events Manager
2. Summer Chow Town Events
3. February meeting

ADJOURN

TOWN OF SEABROOK ISLAND

Community Promotion & Engagement Committee

Regular Meeting

October 20, 2022, 1:00–1:27 PM

MINUTES

Members Present: Patricia Fox, Sharon Carter, Jean Conyers, Kim Westberg
Members Absent: Larry Phillips
Guests Present: Susan Culler Soden, President of the Seabrook Island Photography Club
Staff Present: Joe Cronin, Katharine Watkins

CALL TO ORDER

Chair Councilwoman Fox called the meeting to order at 1:00 PM. Ms. Watkins confirmed that the requirements of the Freedom of Information Act were fulfilled, and the meeting agenda was properly posted.

APPROVAL OF MINUTES

1. Ms. Fox reviewed the minutes. As there was no discussion, Ms Carter made a motion to approve the minutes from the meeting of September 15, 2022, which was seconded by Ms Westberg. The motion for APPROVAL was unanimous.

NEW BUSINESS ITEMS

1. Community Promotion Grants Applications - **Seabrook Island Photography Club**

Amount Requested: \$500.00

Purpose: Purchase equipment for workshops

Following a brief presentation by Ms Culler Soden, Ms Conyers moved to approve the request from the Seabrook Island Photography Club in the amount of \$500.00 to support the purchase of recording equipment. The motion was seconded by Ms Westberg and unanimously APPROVED.

ITEMS FOR INFORMATION / DISCUSSION

1. **Charleston Symphony Orchestra on Seabrook Island - Sunday, October 16**

The committee shared the positive feedback from concert participants noting the significant attendance, beautiful weather and seamless transportation of musicians to and from the Town Hall to the Lake House for the performance. The Seabrook Island Properties Owners Association will be responsible for the CSO performance on Seabrook in 2023.

2. **Shred Day - Fri. October 21 from 10:00 am to 1:00 pm**

3. Holiday Toys-for-Tots Event - TBA

The Holiday Toys-for-Tots Event is tentatively planned for December 8, pending approval of the Town Council. In addition to holiday lighting, Ms Watkins will explore the availability of one or two food trucks, live music, and a visit from Santa.

ADJOURN

There being no further business, Ms Carter made a motion to adjourn the meeting which was seconded by Ms Conyers. The motion was APPROVED unanimously. The meeting was adjourned at 1:27 PM. The next meeting will be at the Town Hall on November 17, 2022 at 1:00.

Prepared by: Jean Conyers
Date: October 27, 2022



Town of Seabrook Island

2001 Seabrook Island Road
 Seabrook Island, SC 29455
townofseabrookisland.org

Community Promotion Grant 2023

Contact Us: (843) 768-9121
kwatkins@townofseabrookisland.org

The Town of Seabrook Island invites applications from eligible organizations for funding from the Community Promotion Grants program. Community Promotion Grants will be awarded to provide support for programs and activities that are designed to benefit the Town of Seabrook Island by promoting and enhancing community wellness, cultural and historical awareness, environmental and wildlife conservation efforts and economic development; or which improve citizen participation, satisfaction and sense of place. Applications will be accepted beginning February 1, 2023, and will continue to be accepted until the earlier of October 1, 2023, or until all available funds have been committed.

1 APPLICANT INFORMATION	
Organization Name	
Contact Person	
Mailing Address	
Phone Number	Email Address
Brief description of the organization and its membership	
What is the organization's annual budget?	
Is this organization registered as a non-profit organization under state and/or federal law?	<input type="checkbox"/> Yes <i>If Yes, Tax ID #</i> <input type="checkbox"/> No
If this organization is NOT registered as a non-profit organization, please explain how and why the organization operates as a not-for-profit under the grant's eligibility criteria	

2 GRANT AMOUNT	
Amount Requested (<i>Min: \$250.00; Max: \$1,500.00</i>)	

3 PROJECT BUDGET		
In the space below, please provide a detailed budget showing how the requested funds will be spent if awarded:		
Item(s) or Service(s) to be Purchased	Vendor (If Known)	Amount Budgeted
TOTAL		

4 PURPOSE

In the space below, please describe how these funds will be used to benefit the Town of Seabrook Island

[Empty space for describing fund usage]

5 REIMBURSEMENT

Upon presentation of all required documentation and/or receipts, to whom should the grant check be sent?

Note: All documentation must be submitted to the Town Clerk no later than December 15th of the grant year.

6 CERTIFICATION

I hereby certify that all information contained herein is true and accurate to the best of my knowledge. I certify that I have the authority to submit this application on behalf of the above-named organization. I acknowledge that the Town reserves the right to require additional information and that the submittal of this application is not a guarantee of grant funding. On behalf of the organization, I acknowledge that any awarded funds shall be spent in accordance with all applicable laws and shall conform to the guidelines of the grant program. Furthermore, I acknowledge that the town is not party to nor liable for any dispute associated with the expenditure of awarded funds.

Applicant Signature	
Applicant Printed Name	
Submittal Date	

Please return completed applications to: Town of Seabrook Island
Attn: Town Clerk
2001 Seabrook Island Road
Seabrook Island, SC 29455



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Town of Seabrook Island Community Promotion Grants Program Program Guidelines

PURPOSE

Community Promotion Grants will be awarded by the Town of Seabrook Island to provide support funding for programs and activities designed to benefit the Town of Seabrook Island by promoting and enhancing community wellness, cultural and historical awareness, environmental and wildlife conservation efforts and economic development; or which improve citizen participation, satisfaction and sense of place.

ELIGIBILITY

A Community Promotion Grant may be awarded to (1) an organization operating and established as a non-profit entity under state and/or federal law; or (2) an organization established to advance a common interest or cause but prohibited by its written rules and guidelines from operating for a profit, including but not limited to, charitable associations, social clubs, trade and professional groups, or sporting clubs. An eligible organization must open its membership to all persons. Organizations formally associated with a national, state or local political party will not be eligible. All activities for which grant funding is sought must be lawful under state and federal laws and conform to all ordinances, regulations, and other rules established by the Town of Seabrook Island. Town Council always has the right to amend or limit eligibility criteria.

GRANT AWARDS

Funds will be awarded in amounts ranging from \$250.00 to \$1,500.00. The total amount of grant funds available each calendar year will be determined by, and shall not exceed, the amount included for the Community Promotion Grant Program in the annual budget ordinance approved by Town Council. Not all appropriated funds need be expended if qualifying applications are not received. Organizations may apply for more than one grant; provided, however, the total amount awarded to any organization shall not exceed \$1,500.00 in any calendar year.

APPLICATION

Organizations wishing to apply for a Community Promotion Grant must complete and submit an application form to the Town Clerk during the calendar year for which the grant funds would be expended.

For the 2023 calendar year, grant applications will be accepted starting February 1, 2023. The first review of applications will take place on March 16, 2023 and will be completed within 45 days. Applications received after the first review will be considered in the order in which they are received and will be approved or disallowed within 60 days of receipt. Applications will be accepted until the earlier of October 1, 2023, or upon the commitment of all available grant funding for 2023.

Please return completed grant applications to:

Town of Seabrook Island
Attn: Town Clerk
2001 Seabrook Island Road
Seabrook Island, SC 29455

REVIEW

Grant applications will be reviewed, and either approved or rejected, by the town's Community Promotions and Engagement Committee. The committee shall have the authority to establish rules for reviewing applications, including asking for additional

information, suggesting changes to the application to ensure it conforms with all grant criteria, and/or requesting an in-person or virtual presentation to better judge the application.

DELIVERY OF GRANT FUNDS

Organizations receiving funding from the Community Promotion Grant program shall submit to the Town Clerk all necessary documentation, including invoices and/or paid receipts, documenting the organization's commitment or expenditure of awarded grant funds. All disbursement requests will be reviewed and approved by the Town Administrator. Upon approval, a disbursement check will be issued to the organization. Disbursement requests must be received no later than December 15th of the calendar year within which the grant was awarded. Grant funds that are uncommitted or unspent at the end of the calendar year will be returned to the town's General Fund.