

Discretionary Grants Committee Regular Meeting

February 18, 2026 – 1:00 PM

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



AGENDA

CALL TO ORDER, ROLL CALL, AND FOIA STATEMENT

APPROVAL OF MINUTES

January 21, 2026

- Discretionary Grants Committee Regular Meeting

ITEMS FOR ACTION

- Review and Recommendation of Discretionary Grants Program Guidelines

ITEMS FOR INFORMATION AND DISCUSSION

- Discussion of FY 2027 Discretionary Grants Program Timeline

COMMITTEE COMMENTS

ADJOURNMENT

Discretionary Grants Committee Regular Meeting

January 21, 2026 – 11:00 AM

[View Meeting on YouTube](#)

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



MINUTES

CALL TO ORDER

Chairman Faulkner called the meeting to order at 11:02 am.

ROLL CALL

Committee Members Present: Patrick Faulkner, Chairman; Larry Phillips, Scott Jones, Tom Abbott, and Barbara Montagu-Pollock

Town Staff Present: Joe Cronin (Town Administrator), Amber Howard (Finance Director), Abby Grooms (Communications and Events Coordinator), and Peter Wiggins (Town Clerk).

FOIA STATEMENT

The Town Clerk confirmed that the meeting was advertised in compliance with the requirements of the South Carolina Freedom of Information Act. Agendas were posted and furnished to news media and all others requesting notification.

ITEMS FOR INFORMATION/DISCUSSION

Powers and Duties

Chairman Faulkner read the thirteen established powers and duties of the Discretionary Grants Committee from Ordinance 2025-09.

History of Discretionary Grant Programs

Chairman Faulkner stated the committee could begin to receive grant applications as early as March 1. He went on to say that there is some work to do before March 1. The Chairman proposed that the prior eligibility criteria be combined, as well as the maximum grant limit from \$2,500.00 to \$5,000.00. Additionally, he proposed the committee discuss requiring a post grant presentation from the applicants, as well as discussing a Memorandum of Agreement between the Town and the applicants.

Mr. Abbott asked if the committee should consider discussing the prior grant's purpose statement found in the grant guidelines.

Chairman Faulkner stated the current committee does not have a purpose statement. He stated that for now, his thought is to combine the two prior grant programs and then discuss the finer points of the prior grant guidelines during the rest of 2026.

Mr. Jones asked if applicants return to the Town to report on how the grant funds were spent.

Mr. Cronin stated that one of the goals of the new ordinance is to increase grant accountability and place this under the purview of the Discretionary Grants Committee. He went on to say that providing for accountability allows the committee as well as the public to gauge the effectiveness of the discretionary grant program. He closed by stating it was his opinion that providing for this accountability would be his top goal.

Mr. Jones asked how easy it would be to send out a questionnaire to grant applicants so the Town can gauge how effective the grant program is both for Seabrookers and groups outside of Seabrook Island.

Mr. Cronin stated that for all applications, the question the committee asks is: Is there a public benefit? He stated the grant guidelines have been written in such a way to allow for some flexibility so the committee can interpret the guidelines and make their own decision. Mr. Cronin gave an example of Barrier Islands Free Medical Clinic receiving grant funding in FY 2025. He stated that the clinic is not located on Seabrook Island but serves some clients who work on Seabrook Island. He stated this organization benefits from grant guidelines that are written to allow for some flexibility.

Chairman Faulkner suggested that the committee narrow its focus, so the Town is ready to accept grant applications on March 1.

Mr. Cronin recommended one of two options to the committee. The first would be to recommend minor tweaks to the existing guidelines. He stated this could allow the grant guidelines to go to Town Council for approval at their January meeting. He stated the second option would be to take feedback from the committee today, bring that feedback to the committee at their February meeting for approval, with council approving at their February meeting.

Mr. Abbott asked why Town Council modified the ordinance to create one committee from two prior committees.

Mr. Cronin stated the decision to combine the grant programs was primarily because the Community Promotions and Engagement Committee was underutilized, and the Environment & Wildlife Committee was bogged down in approving grant applications at the cost of other potential agenda items. He stated that there were also a few organizations that would apply to both grant programs. He stated

that combining these two programs would streamline the application process for these applicants

Mayor Kleinman added that the decision to merge the two grant programs into one program was primarily to make the program more efficient due to some applicants applying to both programs.

Grant Guidelines

Mr. Abbott commented he had repeatedly heard the word, “community”. He stated it might be useful for the committee to spend some time discussing what exactly is meant by “community”. He asked if the term “community” applies more broadly to Johns Island. He also asked if the term “community” might apply to wildlife and other inhabitants of Seabrook Island beyond residents.

Mayor Kleinman commented that Mr. Abbott’s question is addressed in the current Community Promotions and Engagement Committee grant guidelines. He stated that both the Environment & Wildlife and Community Promotions and Engagement Committee have addressed what is meant by their grant’s respective purpose statements. Mayor Kleinman stated that the portion of the Community Promotions grant statement that reads, the grant program is “designed to benefit the Town of Seabrook Island by promoting and enhancing community wellness, cultural and historical awareness, and economic development within the town; or which improve citizen participation, satisfaction and sense of place among town residents and visitors” means that the beneficiaries of the grant program may or may not be Seabrookers. He stated his belief on who the grant program may benefit was not a belief that was commonly held by council or committee members. He closed by stating that if the consensus on the committee is that the purpose statements do not convey the right concept of giving, the committee should consider different language to be reviewed by town council.

Ms. Montagu-Pollock asked how many organizations will apply per year.

Mr. Wiggins stated approximately fifteen organizations applied in FY 2025. He stated that FY 2025 had a few organizations apply for funding that never had in the past.

Mr. Abbott stated that although he understood what Mayor Kleinman was saying, it was his belief that it was something that the committee does not have to discuss today. He went on to say that it is important for the committee to come to a mutual understanding of what the purpose of the committee is. He stated this understanding is the lens through which the committee should view future grant applications.

Chairman Faulkner recommended that the committee should merge the two grant programs with all applications reviewed by the committee. He opened the floor to suggestions related to raising the maximum award from \$2,500.00 to \$5,000.00 per applicant.

Maximum Grant Amount

Mr. Jones stated he thought that raising the maximum amount made sense. He stated that anything the committee could do to maximize the work of the applicants is a good thing.

Mr. Phillips stated he disagreed. He stated limiting each applicant to \$2,500.00 allows the Town to have a greater impact by supporting more organizations.

Mr. Jones stated that the committee would not automatically award each applicant \$5,000.00. He stated raising this maximum amount was only an upward limit.

Chairman Faulkner stated that the committee could insert language in the guidelines that grant amounts would be awarded at the discretion of the committee.

Mr. Phillips reiterated that raising the grant limit effectively reduces the number of organizations that can be impacted by grant funding.

Mr. Jones asked if there were any organizations that were turned away in FY 2025.

Mr. Wiggins stated that Camp St. Christopher was the only applicant that was turned away. He stated their grant application was significantly reduced because the Community Promotions grant program was effectively out of money.

Ms. Montagu-Pollock asked if the two grant committees coordinated with each other on a regular basis. And further, if they were not communicating, is this why organizations were applying for grants from both committees.

Mayor Kleinman stated that organizations were applying to both grant programs simply because they were allowed to apply to both programs.

Mr. Abbott motioned to raise the maximum grant amount per applicant to \$5,000.00, seconded by Mr. Jones.

Mr. Abbott's motion was APPROVED with four yeas and one nay, as follows:

<i>Mr. Abbott</i>	<i>yea</i>
<i>Mr. Jones</i>	<i>yea</i>
<i>Ms. Montagu-Pollock</i>	<i>yea</i>
<i>Mr. Phillips</i>	<i>nay</i>
<i>Chairman Faulkner</i>	<i>yea</i>

Chairman Faulkner stated it was his wish the committee retain its ability to award a lower grant amount if it desires.

Mr. Jones commented that a \$2,500.00 grant award is a small amount in comparison to some applicants' total budget.

Ms. Montagu-Pollock asked Mr. Phillips how many organizations have applied for the full grant amount of \$2,500.00.

Mr. Phillips stated he didn't recall a majority of organizations applying for the maximum amount.

Chairman Faulkner stated he wanted to ensure the committee has the discretion to award grants at varying amounts.

Mr. Cronin stated that it could be added to the grant guidelines to ensure the committee has full discretion to award varying grant amounts.

Post-Grant Reporting

Chairman Faulkner asked what the committee thought about requiring applicants to return to the committee with a post award report.

Mr. Cronin stated the current guidelines require the applicant to attend the committee meeting; with a strong request the applicant also attend the council meeting for final approval.

Mr. Abbott commented that he was thinking about the balance of power between the committee and town council. He stated that he hoped that council would accept the recommendation of the committee and not have any additional questions for grant applicants.

Mr. Jones commented that it is important to remember the committee acts only in an advisory role.

Chairman Faulkner stated it is the unanimous wish of the committee to require the applicant to attend both the committee and council

meeting either in person or virtually for their application to be considered.

Mr. Abbott motioned to combine the purpose and the eligibility criteria requirements of the former grant programs into one criteria and purpose, seconded by Mr. Jones.

Mr. Abbott stated it was his wish that the committee review the grant guidelines and application at their February meeting.

Following a brief discussion on the mechanics of how the committee approves the final grant purpose statement and guidelines, the committee moved on to vote on Mr. Abbott's original motion.

Mr. Abbott's motion was APPROVED unanimously.

Chairman Faulkner asked if a statement could be added to the grant guidelines requiring applicants to return to the committee and report on the efficacy and impact of the grant funds.

Mr. Abbott stated he had concerns on the applicant being able to address the impact and efficacy of the program so soon after completing the grant activities. He recommended that applicants be required to list any past grant activities and impacts the Town funds have had on their organization.

Chairman Faulkner asked how new applicants would be addressed if the Town still wanted to know the impacts of the grant program.

Ms. Montagu-Pollock stated the committee could send applicants a notification informing them of the requirement to reappear before the grants committee.

Mr. Jones reiterated his belief that the Town should send out a multiple choice or true/false survey for the Town to gauge the impact of the grant program.

Mr. Abbott again stated he had concerns for applicants that apply for grant funds later in the year. He stated he had concerns related to the applicant having time to evaluate the impact the funds have had on their own organization.

Mr. Cronin reminded the committee that grant funds must be spent by the end of the fiscal year.

Chairman Faulkner asked the committee if requiring the applicants to present to the committee no later than thirty days after the end of the

fiscal year would address Mr. Abbott's questions related to the timing of the grant reports.

Ms. Montagu-Pollock recommended that the requirement applicants report to the committee be general in the beginning, with more specificity after the grant is awarded.

Mr. Cronin reminded the committee the requirement that is being discussed already exists in the FY 2026 budget ordinance. He recommended to the committee that the language found in the ordinance be applied to the grant guidelines. He went on to state the mayor could enter into a Memorandum of Agreement with each grant recipient that outlines the standard terms, conditions, and reporting requirements associated with an applicant's receipt and use of public funds.

The committee was in unanimous agreement that the reporting language currently in the FY 2026 budget ordinance be applied to the FY 2026 grant guidelines.

Public Engagement

Chairman Faulkner asked how the committee generates interest in the FY 2026 grant program.

Ms. Montagu-Pollock stated requiring groups to return to the committee with presentations will help with future public engagement. She asked Mr. Phillips what his thoughts were on public engagement considering he has already served on a grant committee.

Mr. Phillips stated that public engagement is important. He stated he had questions related to who should be taking on the task of public engagement.

Chairman Faulkner asked if it should be the policy of the committee to execute public engagement strategies if it generates more excitement around the Town's grant program. Further, he asked if the committee eclipses the \$30,000 budget, should the committee recommend to Town Council that more money be appropriated to the program.

Mr. Abbott stated the committee should hear how public engagement has been managed in the past. He stated this would allow the committee to execute better strategies going forward. He stated creating greater awareness of the program expands and enhances the impact of the program.

Ms. Grooms stated that in prior years, grants information was posted to the Town's website. She stated information also went out in the Town's newsletter, the Seabrooker, and Tidelines.

Mr. Jones recommended that publishing pictures from prior and current applicants can build momentum for the grants program.

ADJOURNMENT

There being no further business before the committee, Chairman Faulkner declared the meeting adjourned at 12:39 pm.

Peter D. Wiggins II, MPA
Town Clerk



DISCRETIONARY GRANTS PROGRAM

PROGRAM GUIDELINES

Adopted February 24, 2026 [Anticipated]

PURPOSE

The Discretionary Grants Program is intended to support eligible organizations in carrying out Projects that advance a legitimate public purpose and provide a direct and demonstrable benefit to the Town of Seabrook Island (the "Town"), its residents, visitors, and/or businesses. Grant funds shall be used to promote community wellness, civic engagement, cultural and historical awareness, economic vitality, environmental stewardship, and wildlife conservation in a manner consistent with applicable law, Town policy, and sound fiscal accountability.

As used herein, the term "Project" means any program, project, activity, initiative, or undertaking for which funding from the Discretionary Grants Program is requested or awarded.

APPLICANT ELIGIBILITY

Discretionary Grants may be awarded by the Town to organizations that:

- Are recognized as tax-exempt under the Internal Revenue Code, including:
 - Section 501(c)(3) - Charitable, religious, educational, and scientific organizations;
 - Section 501(c)(4) - Social welfare organizations;
 - Section 501(c)(6) - Business leagues and chambers of commerce;
 - Section 501(c)(7) - Social and recreational clubs;
 - Section 501(c)(8) and (10) - Fraternal beneficiary societies; and
 - Section 501(c)(19) - Veterans' organizations;
- Are established for benevolent, social welfare, scientific, educational, environmental, philanthropic, humane, patriotic, public health, civic, or other eleemosynary purposes, or for the benefit of public safety personnel;
- Employ a charitable purpose or appeal as the basis for solicitation; or
- Are units of local government created or authorized by the State of South Carolina, including counties, municipalities, school districts, and special purpose districts.

Religious organizations MAY be eligible for grant funding, provided the proposed Project serves a secular (non-religious) public purpose.

Individuals and organizations affiliated with a national, state, or local political party or candidate are NOT eligible for grant funding.

Eligible organizations must allow open membership to all interested persons.

Pursuant to the South Carolina Solicitation of Charitable Funds Act (S.C. Code Ann. Title 33, Chapter 56), charitable organizations that solicit contributions or have contributions solicited on their behalf must register annually with the South Carolina Secretary of State unless exempt. Applicants must provide documentation of their current registration or exemption status with their grant application. This requirement shall not apply when the applicant is a unit of local government.

PROJECT ELIGIBILITY

Discretionary Grants may be awarded to eligible organizations to support any lawful Project that:

- Promotes community wellness, cultural or historical awareness, or economic development;
- Enhances citizen participation, satisfaction, or sense of place;
- Preserves or protects wildlife and wildlife habitat;
- Supports environmental or wildlife conservation efforts; or
- Increases public knowledge of environmental, wildlife, or community issues affecting the Town.

Preference shall be given to Projects occurring within the Town's corporate limits. Projects outside the Town limits may be considered if they provide a clear and demonstrable benefit to the Town or its residents, visitors, and/or businesses.

All grant funds must advance a legitimate public purpose.

Unless expressly authorized by Town Council, grant funds shall NOT be used for:

- **Prizes, awards, trophies, gift cards, raffles, or giveaways**, including cash or items of monetary value distributed to participants or attendees;
- **Sub-grants or pass-through funding**, including redistribution of grant funds to other organizations, individuals, or entities not directly approved by the Town;
- **Activities that violate federal, state, or local laws**, regulations, ordinances, or other Town policies;
- **Political activities**, including support of political parties, candidates, campaigns, or ballot initiatives;
- **Religious instruction, worship services, or proselytizing**, provided, however, faith-based organizations may receive funding for Projects serving a secular public purpose;
- **Operating deficits or debt repayment**, including payment of past-due bills, loans, or financial obligations;
- **Fundraising activities or events**, including costs associated with soliciting donations or hosting fundraising campaigns;

- **Alcoholic beverages**, except as expressly approved as part of a permitted community event in compliance with applicable law;
- **Personal expenses**, including stipends, honoraria, or compensation not directly related to the approved Project or not supported by appropriate documentation;
- **Capital improvements or property acquisition**, including land purchases or permanent structural improvements;
- **Travel expenses** not directly related to Project implementation within, or providing a direct benefit to, the Town;
- **Expenses incurred prior to grant approval;**
- **Administrative overhead** not reasonably allocable to the approved Project, including general office expenses unrelated to the Project; or
- **Any other use inconsistent with the approved grant application or the terms and conditions of the award.**

Town Council reserves the right to amend or limit eligibility criteria at any time.

GRANT AWARDS

Grant awards shall range from **\$250.00 (minimum)** to **\$5,000.00 (maximum)** per organization per calendar year.

The total funding available each calendar year shall not exceed the amount appropriated by Town Council in the annual budget ordinance. The Town is not obligated to award all available funds.

Organizations may submit multiple applications; however, the total amount awarded to any organization shall not exceed \$5,000.00 in a calendar year.

APPLICATION

Applications must be submitted to the Town Finance Director during the calendar year in which funds are proposed to be expended. Unless otherwise authorized, applicants shall use the standard application form prescribed by the Town Administrator.

Application acceptance periods, review schedules, and submission deadlines shall be established annually by the Town Administrator and publicly announced by the Town. Applications shall be accepted until the earlier of October 1st or until all available funds for the calendar year have been committed.

Completed applications shall be submitted to:

Town of Seabrook Island
Attn: Finance Director
2001 Seabrook Island Road
Seabrook Island, SC 29455

REVIEW PROCEDURES

The Town Finance Director shall review all grant applications for completeness. Complete applications shall be placed on the agenda for the next meeting of the Town's Discretionary Grants Committee (the "Committee").

The Committee shall review each application and provide a recommendation to Town Council. In performing these functions, the Committee shall have the authority to:

- Establish procedures for reviewing applications;
- Request additional information from applicants; and
- Recommend modifications necessary to ensure applications conform to grant criteria.

The Committee shall provide a recommendation to approve (in whole or in part) or deny each request.

Once the Committee has provided a recommendation, the application shall be placed on the agenda for the next Town Council meeting, at which time Town Council shall review the request and render a final decision. Town Council retains final authority to approve or deny all grant applications.

A representative of the applicant must attend both the Committee meeting and Town Council meeting at which the application will be considered. Failure to attend may result in deferral or denial.

EVALUATION CRITERIA

In reviewing grant applications, the Committee and Town Council shall consider the following criteria:

- **Public Benefit:** The extent to which the Project provides a direct and demonstrable benefit to the Town, its residents, visitors, and/or businesses.
- **Alignment with Program Purpose:** The degree to which the proposal advances one or more of the program's stated purposes, including community wellness, cultural and historical awareness, economic development, citizen engagement, environmental stewardship, and wildlife conservation.
- **Organizational Capacity:** The applicant's demonstrated ability to successfully implement the Project, including relevant experience, staffing, partnerships, and financial stability.
- **Project Feasibility and Work Plan:** The clarity, completeness, and reasonableness of the proposed scope of work, timeline, activities, and methods for achieving stated objectives.
- **Budget and Cost Effectiveness:** The reasonableness of the proposed budget and the extent to which grant funds will be used efficiently, including leveraging other funding sources or in-kind contributions when applicable.

- **Measurable Outcomes:** The extent to which the application identifies clear goals, performance measures, or outcomes that can be used to evaluate Project success.
- **Community Impact and Engagement:** The anticipated level of participation, collaboration, or engagement with the Seabrook Island community.
- **Sustainability:** The potential for the Project to achieve long-term impact or continue beyond the grant period.
- **Compliance and Accountability:** The applicant's history of compliance with prior Town grant requirements, if applicable, including timely reporting and proper use of funds.

GRANT AGREEMENT

Upon approval of a grant award by Town Council, each recipient must execute a written grant agreement with the Town prior to the disbursement of any grant funds.

The grant agreement shall set forth the terms and conditions governing the use of grant funds and shall include, at a minimum, the following:

- **Grant Award Amount:** The total amount of funds awarded to the recipient organization.
- **Project Description and Scope of Work:** A summary of the approved Project, including key objectives, deliverables, and timelines.
- **Authorized Use of Funds:** The specific costs and budget categories for which grant funds may be expended, consistent with the approved application and applicable Town policies.
- **Disbursement Procedures:** The process for requesting disbursement of grant funds, including required documentation and applicable deadlines.
- **Reporting Requirements:** Required financial documentation, performance measures, and final reporting obligations.
- **Compliance Requirements:** An obligation to comply with all applicable federal, state, and local laws, Town ordinances, and program guidelines.
- **Audit and Recordkeeping Provisions:** Requirements for maintaining financial records and making such records available to the Town for review or audit upon request.
- **Indemnification and Liability Provisions:** Terms addressing responsibility for claims, damages, or losses arising from the Project.
- **Termination and Repayment Provisions:** Conditions under which the Town may suspend or terminate the agreement and require repayment of grant funds, including misuse of funds or failure to comply with agreement terms.

- **General Terms and Conditions:** Standard contractual provisions as determined by the Town, which may include insurance requirements, non-discrimination provisions, assignment restrictions, and governing law.

No grant funds shall be disbursed by the Town unless the grant agreement has been fully executed by the Mayor and the authorized representative(s) of the recipient.

Failure to execute a grant agreement within 30 days of the award date shall result in forfeiture of the grant funds, unless an extension is approved by vote of Town Council.

DELIVERY OF GRANT FUNDS

Grant recipients shall submit a written request for disbursement to the Town Finance Director. Disbursement requests shall be accompanied by all required documentation, including invoices and/or paid receipts demonstrating the commitment or expenditure of awarded grant funds.

Disbursement requests must be received no later than December 15th of the calendar year in which the grant funds were awarded. Failure to submit a disbursement request by this date may result in forfeiture of any unpaid grant funds.

All disbursement requests shall be reviewed and approved by the Town Administrator prior to payment. Upon approval, the Town Finance Director shall issue payment to the grant recipient.

Any grant funds that remain uncommitted or unexpended at the end of the calendar year shall revert to the Town's General Fund.

REPORTING REQUIREMENTS

Grant recipients shall submit a detailed written report describing the purpose(s) for which Town funds were expended and the overall impact of the Project.

The report shall be submitted to the Town Administrator on or before December 31st of the applicable calendar year, on a form provided by the Town Administrator.

At a minimum, the report shall include:

- A summary of the Project;
- A detailed accounting of the expenditure of Town funds; and
- A description of the outcomes achieved and the public benefits provided.

Failure to submit the required report in a timely manner may result in enforcement actions, including, but not limited to, the withholding of future funding, the requirement to repay funds, or disqualification from future Town grant programs.

DISCRETIONARY GRANTS PROGRAM

SUMMARY OF PROPOSED CHANGES

Former Grant Programs Combined and Renamed

- Combined the Community Promotion Grant and Environment & Wildlife Conservation Grant programs into a combined Discretionary Grants Program

Defined Term Introduced

- A new defined term, "Project," is added and broadly defined to encompass "any program, project, activity, initiative, or undertaking for which funding from the Discretionary Grants Program is requested or awarded."

Expanded Applicant Eligibility

- Eligibility broadened beyond 501(c)(3) organizations to include 501(c)(4), (6), (7), (8), (10), and (19) entities.
- Units of local government (e.g., counties, school districts, special purpose districts) are now explicitly eligible.
- Registration requirement under the SC Solicitation of Charitable Funds Act clarified and waived for governmental entities.

Project Eligibility Combined

- Combined list of eligible projects from the former Community Promotion Grant and Environment & Wildlife Conservation Grant programs
- Stronger articulation of "legitimate public purpose" requirement.

Explicit Prohibited Uses of Funds

- New, detailed list of ineligible expenditures, including fundraising, debt repayment, capital improvements, political and religious activities, alcohol, administrative overhead, and pre-award costs.
- Increased grant award limits from \$2,500 to \$5,000
- Minimum award amount of \$250 retained.

Administrative Roles Reassigned

- Application submission, review, and disbursement responsibilities moved from the Town Clerk to the Town Finance Director and Town Administrator, reflecting stronger fiscal oversight.

Formal Review Structure Established

- Creation of a dedicated Discretionary Grants Committee, replacing the Community Promotions and Engagement Committee and Environment & Wildlife Committee.
- More detailed authority granted to the Committee, including procedural rulemaking and application modification recommendations.

Evaluation Criteria Codified

- Introduction of a detailed, multi-factor evaluation rubric, including public benefit, organizational capacity, measurable outcomes, sustainability, and prior compliance.

Grant Agreement Requirement Added

- Mandatory written grant agreement required prior to disbursement, with detailed required provisions (audit rights, indemnification, repayment, termination, etc.).
- Failure to execute within 30 days results in forfeiture unless extended by Council.

Reporting and Enforcement Strengthened

- Expanded reporting requirements with explicit outcomes and accounting obligations.
- Clear enforcement mechanisms added, including repayment and disqualification from future funding.

Timeline and Process Standardized

- Removal of year-specific dates (e.g., March 2025 review schedule).
- Establishes an annually set process, increasing long-term usability and consistency.