

Discretionary Grants Committee Regular Meeting

March 18, 2026 – 12:00 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

February 18, 2026

Discretionary Grants Committee Regular Meeting

ITEMS FOR INFORMATION AND DISCUSSION

Update of Discretionary Grants Program Guidelines

- Town Council Amendments

Update of FY 2026 Discretionary Grants Application

Update and Discussion of Evaluation Criteria

ITEMS FOR ACTION

2026 Meeting Calendar

COMMITTEE COMMENTS

ADJOURNMENT

Discretionary Grants Committee

Regular Meeting

February 18, 2026 – 1:00 PM

[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 1:03 pm.

ROLL CALL

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

Town Staff Present: Joe Cronin (Town Administrator), Abby Grooms (Communications Director), Amber Howard (Finance Director), 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.

APPROVAL OF MINUTES

January 21, 2026

Mr. Phillips motioned to approve the minutes of January 21, 2026, seconded by Ms. Montagu-Pollock.

Mr. Phillips' motion was APPROVED unanimously.

ITEMS FOR ACTION

Discretionary Grant Program Guidelines

Ms. Montagu-Pollock commented on the increased length of the guidelines. She stated that it looks longer because of the amended formatting of the document. She asked if this increased length may be a turn off for potential applicants and asked if the committee might want to discuss this increased length a little more.

Mr. Abbott commented that it appears that the increased length is due not only the change in formatting, but other information that has been added. He commented that he felt this additional information in the document is good to have.

Mr. Phillips stated this additional information clarifies a lot.

Mr. Cronin stated his knowledge of what past committees have struggled with was an opportunity for him to put language in the guidelines to give both the committee and applicants a little more guidance on what they should be looking for. He reminded the committee this is just a starting point, and if there are items that the committee doesn't like that should be taken out or added, that is perfectly fine. He stated the formatting did add length to the guidelines, but as far as the content, most of it was carried over from prior guidelines.

Mr. Abbott commended Mr. Cronin for his initiative because his additions kept with the spirit of the conversation that was had at the January meeting.

Purpose Statement

Mr. Abbott asked if the purpose statement should consider property owners who are not legal residents of Seabrook Island and employees of businesses on Seabrook Island.

Mr. Cronin stated those constituents could be included in the purpose statement. However, he stated that it is difficult to draw the line between whom to include and exclude.

Mr. Jones reminded the committee of a grant that was awarded in 2025 to a medical clinic that does not directly benefit the residents of Seabrook Island, but that might benefit the employees of businesses that operate on the island. He stated if the clinic does benefit employees that work on the island, that is great, and the Town should continue to support them. But if it doesn't benefit those employees, it shouldn't be something the Town can continue to support with our limited resources.

Mr. Abbott asked a clarifying question related to what businesses are being referred to in the purpose statement.

Mr. Cronin stated that when he uses the term businesses, he is thinking about any business that is driving economic development. He stated he is specifically thinking about tourism promotions.

Mr. Jones asked if those businesses include landscapers and building contractors.

Mr. Cronin said that "businesses" would include those types.

Mr. Jones asked, when used in the context of the grant guidelines, if there was a difference in the "Town" and "Seabrook Island".

Mr. Cronin stated that town government means one thing, the corporate limits of Seabrook Island mean something else, and

Seabrook Island as a whole could mean something else. He added that these terms are not restricted to just people within these entities. He stated grants could be of benefit to the environment.

Ms. Montagu-Pollock stated that she was happy using the term, the “Town of Seabrook Island”. She stated that to her, this term covers everything.

Chairman Faulkner asked the committee if, after the Town of Seabrook Island, the purpose statement should read, “for example, its residents, visitors, and/or businesses”.

Mr. Cronin stated that typically, he would use the term, “including, but not limited to”.

Mr. Abbott motioned to recommend approval of the Grant Guidelines, subject to any successful amendments, seconded by Mr. Jones.

Mr. Abbott accepted, as part of his motion, for the phrase, “including, but not limited to” following “the Town of Seabrook Island” in the purpose statement.

Mr. Abbott asked if the definition of the term “project” should also include the word “project”.

The committee was in unanimous agreement that the word project should be omitted from the definition.

Chairman Faulkner asked if the guidelines should include a welcome statement.

Mr. Jones asked how widely known is the Town’s Discretionary Grants Program.

Mr. Wiggins stated that the committee would not have any issue in marketing the grant program to potential applicants.

Mr. Cronin stated that any public relations language would be posted to the Town’s website.

Chairman Faulkner stated he had some concerns of an applicant diving into these guidelines. He stated he was concerned this document would seem a little daunting to applicants. He stated that, provided the guidelines are softened by language on the website, he would be okay with it.

Mr. Cronin stated that some past applicants were not only Section 501(c)(3) organizations, but other Section 501(c) organizations. He

Applicant Eligibility

stated he included the classifications of organizations that would most likely be applying for grant funding. He proposed to the committee that the applicant eligibility be amended to include any organization that is tax exempt under Section 501(c) of the Internal Revenue Code.

The committee unanimously agreed to Mr. Cronin's proposal.

Mr. Abbott asked what the basis is for requiring that organizations be registered as Section 501(c) entities.

Mr. Cronin stated these requirements are lifted, almost word-for-word, from the South Carolina Solicitation of Charitable Funds Act. He continued by stating this was a recommendation from the town's attorney in 2025 when the guidelines were last updated. He stated that there were organizations on Seabrook Island that were applying for grant funding that were not registered as a charitable organization. He closed by stating this is included so that the Town avoids giving public funds to organizations that are not following South Carolina law.

Mr. Abbott stated he felt weird allowing organizations that "employ a charitable purpose or appeal as the basis for solicitation" to apply for grant funding.

Mr. Cronin stated he felt weird as well. He stated that this language is lifted word-for-word from the SC Charitable Funds Act. He closed by stating the only bullet point added that is not in state statute is the inclusion of other governmental organizations. He stated this was added in the event organizations such as the St. John's Fire District wanted to apply for grant funding.

Chairman Faulkner stated that it was odd that one governmental agency could award grant funding to another governmental agency considering the Town only had \$30,000.00 of grant funding at its disposal.

Ms. Montagu-Pollock asked if all of these different types of organizations should be declared eligible so they do not feel excluded from the grants program.

Mr. Cronin stated that it is not necessarily so they don't feel excluded, but that if the Town only has finite dollars to distribute, and the committee is being asked to judge which organization is having a greater public benefit, all possible projects should be considered. Mr. Cronin used the example of St. John's Fire District needing an ATV to respond to emergencies on the beach, as well as Neighbors Helping Neighbors installing key boxes on homes in Seabrook Island Village. He stated that these projects are a substantial public benefit.

Project Criteria

Mr. Abbott asked a question related to political organizations being excluded from the grant program. He asked if an individual was the director of a charitable organization, but was also a candidate for political office, would that charitable organization be excluded from funding due to his or her candidacy.

Mr. Cronin stated this example is not the intent of excluding political organizations from the grant program.

Chairman Faulkner stated this language is also in the prior grant guidelines.

Mr. Abbott stated he was okay with the language given the context of the committee's discussion.

Mr. Abbott asked if, under the section restricting grant funding to religious organizations, if the word "provided" could be removed.

The committee was in unanimous agreement to remove "provided".

Mr. Abbott stated he thought that property acquisition would fall under the purview of the grants program. He used the example of groups acquiring property for the purpose of conservation.

Mr. Cronin stated there would be some restrictions found in the project eligibility guidelines that may not apply to the Town's grant program. He stated that there might be other examples that do not apply to which he might draw attention. He continued by stating that funds could be used to promote that organization and encourage residents to donate to that organization for the purpose of conserving land, but that funds typically aren't used to buy land.

Mr. Abbott stated that another way this could be done is to buy rights to the land rather than buying the land itself.

Mr. Cronin reminded the committee that the presumption, is that these uses are excluded, but it doesn't expressly prohibit similar projects from being considered. Mr. Cronin stated that what this language intends to prohibit is an organization buying land for its own uses. He stated he would be fine with clarifying the language so the intent is made clear.

Mr. Abbott stated he would be okay with allowing the purchase of property as long as it is on Seabrook Island and reserved for the use of Seabrookers. He stated he was thinking about the example of Camp St. Christopher erecting a lifeguard station to ensure the safety of swimmers.

Mr. Cronin stated that past applications were approved that in hindsight, should not have been approved. He stated one example was using public funds for gambling prizes. He continued by using the example of using grant funds for fundraising activities and events. He stated he had some concern that if there is a blanket prohibition on fundraising activities and events, this would prohibit some organization's ability to apply for funding. He stated because of this, the committee may want to consider modifying the prohibiting language.

Mr. Jones used the example of the Photography Club.

Mr. Cronin stated the question in their example would be, could the Photography Club use public funds to support their fundraising efforts.

Mr. Jones used the example of the Photography Club inviting guest speakers to club events. He stated this is an educational activity being held on Seabrook Island for Seabrookers. He stated the public funds are just going into a pot to support the larger event, and in this case, he stated he wouldn't have a problem. Mr. Jones and Chairman Faulkner recommended removing the prohibition on fundraising activities and events.

Mr. Cronin recommended against omitting the prohibitions entirely. He stated that in the example of prizes, the language could be amended to prohibit cash prizes or anything of cash value.

Mr. Abbott stated it was his opinion that groups that use public funds to support fundraising activities do not meet the requirement that funds be used to advance a public purpose. He stated this may not warrant a change to these prohibitions, but that he will argue this as the committee is reviewing applications. He closed by stating that if organizations are using public funds to prefund a fundraising campaign, he would not find that a very attractive proposal.

Mr. Cronin reminded the committee that part of the requirement for the Town to reimburse the organization is the organization providing receipts that demonstrate the funds are being used for the purpose on the grant application.

Chairman Faulkner asked the committee if, based on the prior discussion, the guidelines should allow funds to be used for fundraising activities.

Ms. Montagu-Pollock stated there are a lot of prohibitions already. She stated that the guidelines will ultimately guide the committee. She

stated that considering this, the committee should decide and move on.

Chairman Faulkner stated that a shorter list of prohibitions is less intimidating. He recommended that the prohibition on fundraising activities be removed.

The committee unanimously decided to remove the prohibition on fundraising activities.

Grant Awards

Mr. Phillips commented that under the current guideline, if the Town needed to award a smaller grant at the close of the grant season, it couldn't due to the \$250.00 minimum, and further, the Town would be prohibited from issuing a smaller grant for eligible projects, like signs. He asked if this was a needed restriction.

The committee was in unanimous approval of striking the minimum grant award.

Mr. Abbott asked if the guidelines should give preference to groups that have been funded in the past.

The committee agreed that no preference should be given to either past or new applicants.

Chairman Faulkner asked staff what the mechanism would be to devote more funds to the grants program beyond what is already set in the budget.

Mr. Cronin stated this could be done by Town Council via a budget amendment.

Application

Mr. Cronin stated that organizations will be applying through the Finance Director rather than the Town Clerk. He also stated that he has removed any reference to the year in which the guidelines apply. He stated it was his wish to establish a rolling date on which the grant season would begin. He stated that provided the committee did not change any guidelines for 2027, staff could announce that the Town would start accepting applications on January 2.

Chairman Faulkner asked why the guidelines shouldn't include the opening date for the 2026 grant program.

Mr. Cronin stated the way the guidelines are worded, the opening date is a staff determination. He stated, for example, provided there are no changes from Town Council, staff could communicate to potential organizations that applications will be accepted March 1. Further, if the committee makes no changes to the guidelines through

the year, staff could communicate in 2027, that applications will be accepted beginning on January 1.

Ms. Montagu-Pollock asked if the opening date will be communicated by staff on a yearly basis.

Mr. Cronin stated that the guidelines are not intended to provide a set date, but rather at staff's discretion. Mr. Cronin stated to the committee that the opening date will be included on the yearly application.

Review Procedures

Mr. Abbott asked if the Finance Director would be deciding if the applicant meets the eligibility criteria.

Mr. Cronin stated that determination is made by the committee.

Chairman Faulkner stated he is okay with this provided the committee reviews the applications concurrently with the Finance Director.

Mr. Cronin stated the committee would need to schedule a meeting at every instance the Town receives an application. He stated that the committee cannot review applications except as an entire committee.

Ms. Montagu-Pollock asked if the applicant would be notified right away if there was an item missing from the application.

Chairman Faulkner asked if staff would be assisting organizations that have missed a required item on the application.

Mr. Cronin stated that if there is information missing, staff will tell them what is missing and give them the opportunity to correct the application.

Mr. Abbott recommended that if the Town is going to require attendance at the committee and council meeting, the guidelines should allow the organization to attend meetings virtually. Additionally, he asked if the guidelines require organizations to open their membership to all interested persons, would organizations that are open to Seabrookers only, be in violation of the guidelines.

Mr. Cronin stated the intent was to exclude organizations that have discriminatory membership practices like groups open to only men or other classification (nationality, color, religion, etc.). Mr. Cronin stated his question touches on legal questions that would need to be directed at the town attorney. He stated a similar question has been asked about the beach. He stated that technically, the beach is public, but in reality, is private due to the SIPOA security gate.

Evaluation Criteria

Mr. Abbott commended Mr. Cronin on establishing Evaluation Criteria. He stated that there have been discussions related to the need to establish criteria, and stated Mr. Cronin did a very good initial job of establishing reasonable criteria.

Chairman Faulkner asked if the criteria need to be included in the guidelines for 2026.

Mr. Abbott stated that ultimately, it should be part of the guidelines. He stated that applicants have a right to understand what the committee will be using to evaluate their application. He stated that although it shouldn't be included in the guidelines, the committee should consider a scoring system where different criteria are weighted accordingly.

Ms. Montagu-Pollock stated it was her understanding that the criteria is for the use of the committee only when they are evaluating the grants. She stated that an exhaustive list like the list included in the guidelines may discourage groups from applying.

Chairman Faulkner stated his suggestion would be to remove the criteria from the guidelines. He recommended removing the criteria so the committee could discuss these at their March meeting.

Mr. Abbott stated that it is only fair that applicants know what the evaluation criteria are. He stated these criteria will address how they position their proposal.

Chairman Faulkner stated that these nine criteria are a lot considering the maximum award is \$5,000.00 and the sophistication of some applicants.

Mr. Jones stated that if the guidelines only stated the individual criteria without detailing what each criteria means, it becomes more simple.

Mr. Cronin reminded the committee that a representative from each entity will be attending the committee and council meeting. He stated the purpose of their attendance is for the committee to get answers on criteria that are not immediately clear on the application.

Mr. Phillips stated the applicant should be focused on the eligibility criteria rather than the evaluation criteria. He stated it is not necessary for the committee to share the evaluation criteria with the applicants.

Mr. Cronin reminded the committee that if they agree on the criteria at a later meeting, those criteria will be a public document. He continued by stating that if applicants ask for the criteria, the Town

must provide it. He closed by stating the document will be in the public realm whether it is included in the guidelines or not.

Mr. Jones recommended the criteria be included as bullet points only without the detailed description.

Mr. Abbott stated that until the committee is in agreement on what the criteria are, and hopefully establish a weighted scoring system, the committee should not be reviewing applications.

Mr. Jones stated that these guidelines are going to the Town Council whether the criteria are included or not. If the guidelines are recommended without the detailed criteria, the committee can discuss and establish those details internally so it can be used as the committee's own guidelines.

Mr. Abbott asked if the committee decides on the evaluation criteria at a future meeting, similar to what Mr. Jones proposed, would those criteria need to be forwarded to Town Council for their approval.

Mr. Cronin stated that if those criteria are included in the guidelines, then council would need to approve them. He stated that the council does give some deference to the committee's decision-making authority. He stated that a positive of keeping the criteria in the guidelines is so that everyone is operating off the same criteria. He went on by saying that it was his opinion that council is the final approver of grant applications and that council and the committee should be operating from the same set of criteria.

Mr. Jones motioned to include only the bullet points of the evaluation criteria, striking the definitions, seconded by Mr. Abbott.

Mr. Jones' motion was APPROVED unanimously.

The committee unanimously agreed to amend the title of the eighth criteria from "Sustainability" to "Project Sustainability/Long-Term Impact".

Grant Agreement

Mr. Cronin stated he included the "Grant Agreement" in the guidelines because it was his opinion that organizations that apply should know ahead of time what they will be agreeing to if they receive funding. He stated the town attorney will be drafting a grant agreement.

Chairman Faulkner commented that staff have included points from a grant agreement that has yet to be drafted.

Mr. Cronin reminded the committee that the items that would be included in the agreement are formalizing items that are already in the

application and grant guidelines. He continued by stating the items in the grant agreement are drawn from his years of experience in other municipal organizations, best practices, and viewing the grant agreements of other governmental organizations.

Reporting Requirements

Mr. Abbott recommended that the word “detailed” from the first sentence be struck. Further, he recommended that, under the first bullet requiring the entity to provide a report on how the funds were expended and the overall impact of the project, the word “brief” be inserted so as to read “A brief summary of the project”.

The committee was in unanimous agreement with Mr. Abbott’s recommendations.

Mr. Faulkner recommended striking the final paragraph under the Reporting Requirements.

The committee was in unanimous agreement with Mr. Faulkner’s recommendations.

Mr. Cronin stated that there was nothing in the guidelines related to what the Town should do with these reports from recipients.

The committee was in unanimous agreement that the Town Administrator should distribute copies of all reports to the committee and Town Council as soon as is practicable.

Mr. Abbott’s original motion, as amended, was APPROVED unanimously.

COMMITTEE COMMENTS

The committee requested that they review applications at least one week in advance of the committee meeting.

Mr. Abbott asked if the committee should schedule a working session to flesh out the evaluation criteria.

Mr. Faulkner reminded the committee that if three or more of the committee members meet to discuss the evaluation criteria, the meeting must be noticed to the public like all other committee meetings.

Mr. Phillips commented that once the committee reviews an actual application, this will give the committee some guidance whether any additions need to be made to the evaluation criteria.

ADJOURNMENT

There being no further business before the committee, Chairman Faulkner declared the meeting adjourned at 3:18 pm.

Peter D. Wiggins II, MPA
Town Clerk

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DISCRETIONARY GRANTS PROGRAM

PROGRAM GUIDELINES

Adopted March 10, 2026

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"), including, but not limited to, its residents, property owners, 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, 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 Section 501(c) of the Internal Revenue Code;
- 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.

Projects shall have a connection to the Town. Preference shall be given to Projects occurring within the Town's corporate limits, but other Projects are eligible if they provide a clear and demonstrable benefit to the Town. Such benefit can be to the Town's residents and property owners (including by providing meaningful volunteer opportunities), its business environment (but not to specific businesses), its visitors, or to those who work in the Town.

All grant funds must advance a legitimate public purpose.

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

- **Cash, gift cards, and other items of monetary value** distributed to participants or attendees, provided, non-cash awards, trophies, and other giveaways of nominal value may be permitted;
- **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**, 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;
- **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;
- **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 which is inconsistent with the approved grant application or the terms and conditions of the grant award.**

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

GRANT AWARDS

The maximum grant award shall be **\$5,000.00** 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 make 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 (either in person or virtually) at which the application will be considered. Absent extenuating circumstances, failure to attend the Committee meeting shall be deemed a withdrawal of the application. Failure to attend the Town Council meeting will result in denial of the application.

EVALUATION CRITERIA

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

- Public Benefit
- Alignment with Program Purpose
- Organizational Capacity
- Project Feasibility and Work Plan
- Budget and Cost Effectiveness
- Measurable Outcomes
- Community Impact and Engagement
- Project Sustainability/Long-Term Impact; and
- Compliance and Accountability

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 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 brief 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.

The Town Administrator shall distribute copies of all reports to members of the Committee and Town Council as soon as practicable after the conclusion of the calendar year.