



## Town of Seabrook Island

2001 Seabrook Island Road  
Seabrook Island, SC 29455  
[townofseabrookisland.org](http://townofseabrookisland.org)

## Community Promotion Grant 2023

Contact Us: (843) 768-9121  
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### Town of Seabrook Island Community Promotion Grants Program Program Guidelines

#### PURPOSE

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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

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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

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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

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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

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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**

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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.