

# Discretionary Grants Committee Regular Meeting

January 21, 2026 @ 11:00 AM

[Watch Live on YouTube](#)

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



## AGENDA

### CALL TO ORDER, ROLL CALL, AND FOIA STATEMENT

### ITEMS FOR INFORMATION/DISCUSSION

- Review of Committee Responsibilities
- History of Discretionary Grant Programs
  - Community Promotion Grants (2021-25)
  - Environment & Wildlife Committee Grants (2024-25)
- Discussion of FY 2026 Discretionary Grant Program
  - Program Objectives
  - Applicant Eligibility
  - Eligible Activities
  - Minimum & Maximum Grant Amounts
  - Application & Review Process
  - Accountability & Reporting
- Public Communications Strategy

### COMMITTEE COMMENTS

### ADJOURNMENT

**TOWN OF SEABROOK ISLAND**

**ORDINANCE NO. 2025-09**

**ADOPTED \_\_\_\_\_**

**AN ORDINANCE AMENDING THE TOWN CODE FOR THE TOWN OF SEABROOK ISLAND; CHAPTER 2, ADMINISTRATION; ARTICLE IV, COMMITTEES; SECTION 2-401, ADVISORY COMMITTEES, SO AS TO AMEND THE TOWN'S ADVISORY COMMITTEES**

**WHEREAS**, Chapter 2 of the Town Code for the Town of Seabrook Island (the "Town Code") contains various general provisions for the administration of the town; and

**WHEREAS**, pursuant to Section 2-401 of the Town Code, there currently exist three (3) standing advisory committees of the town: the Community Promotions and Engagement Committee; Environment and Wildlife Committee; and Public Safety Committee; and

**WHEREAS**, the Mayor and Council for the Town of Seabrook Island desire to amend Section 2-401 of the Town Code so as to reform and reconstitute its standing advisory committees; and

**WHEREAS**, the Mayor and Council advertised and held a public hearing on the proposed amendments during a duly called meeting on December 16, 2025; and

**WHEREAS**, the Mayor and Council believe it is fitting and proper to amend the Town Code to achieve the objectives referenced herein;

**NOW, THEREFORE**, pursuant to the authority granted by the Constitution and the General Assembly of the State of South Carolina, **BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE TOWN OF SEABROOK ISLAND:**

**SECTION 1. Amending Section 2-401 of the Town Code.** The Town Code for the Town of Seabrook Island; Chapter 2, Administration; Article IV, Committees; Section 2-401, Advisory Committees; is hereby amended to read as follows:

**ARTICLE IV. COMMITTEES**

**Sec. 2-401. Advisory committees.**

(A) Community Facilities and Infrastructure Committee

(1) *Established; powers and duties.* The Seabrook Island Community Facilities and Infrastructure Committee is hereby established. The committee is charged with the following powers and duties:

a. To develop, recommend, and provide oversight of an ongoing capital improvements plan for the town;

- b. To review and provide recommendations to town council on major upgrades, expansion and improvements to the town's road and drainage infrastructure;
- c. To review and provide recommendations to town council on road maintenance projects including, but not limited to, major repairs, rehabilitation, landscape and vegetation control;
- d. To review and provide recommendations to town council on pathway and greenway areas including, but not limited to, maintenance, enhancement and bike and pedestrian safety;
- e. To review and provide recommendations to town council on traffic operations including, but not limited to, signage, crosswalks, signals, traffic calming devices, lighting, and similar measures;
- f. To review and provide recommendations to town council on the construction and expansion of town buildings and other facilities, as well as major upgrades thereto;
- g. To review and provide recommendations to town council on issues related to surface water management;
- h. To review and provide recommendations to town council on major beach-related projects including, but not limited to, the installation and maintenance of erosion control devices, beach renourishment and periodic relocation of Captain Sams Inlet;
- i. To review the performance and reliability of community services and infrastructure including, but not limited to, electric, wired and wireless telecommunications, and transportation services, and to make recommendations to town council for improvements thereto;
- j. To review and provide recommendations to town council on proposed plans, designs and architectural renderings, as well as overall project scopes and budgets;
- k. To coordinate with outside entities, community organizations, private developers and state and federal agencies on issues related to the town's facilities and infrastructure;
- l. To review and provide recommendations to town council on the procurement of goods and services related to town facilities and infrastructure; and
- m. To perform such other duties which may be assigned or requested by the mayor or town council.

- (2) *Membership.* The Community Facilities and Infrastructure Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.
- (3) *Meetings; quorum; rules of order; voting.* The Community Facilities and Infrastructure Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.
- (4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Community Facilities and Infrastructure Committee are deemed public records and shall be made available for inspection upon request.

(B) Discretionary Grants Committee

- (1) *Established; powers and duties.* The Seabrook Island Discretionary Grants Committee is hereby established. The committee is charged with the following powers and duties:
  - a. To prepare and recommend guidelines, eligibility requirements and evaluation criteria for town-funded discretionary grant programs;
  - b. To review funding requests for consistency with adopted program guidelines, eligibility requirements and evaluation criteria, and to provide recommendations to town council as to whether requests should be approved, in whole or in part, or denied;

- c. To assist in monitoring and evaluating the effectiveness and impact of projects and programs supported by town-funded discretionary grants;
  - d. To identify opportunities to improve the efficiency, transparency and impact of town-funded discretionary grant programs and to recommend policy or procedural changes, as appropriate; and
  - e. To perform such other duties which may be assigned or requested by the mayor or town council.
- (2) *Membership.* The Discretionary Grants Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.
- (3) *Meetings; quorum; rules of order; voting.* The Discretionary Grants Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.
- (4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Discretionary Grants Committee are deemed public records and shall be made available for inspection upon request.

(C) Environment and Wildlife Committee

(1) *Established; powers and duties.* The Seabrook Island Environment and Wildlife Committee is hereby established. The committee is charged with the following powers and duties:

- a. To advocate for the conservation and protection of the town's beaches, marshes, tidelands, waterways, wetlands, and other coastal resources;
- b. To advocate for the conservation and protection of the town's wildlife and wildlife habitats;
- c. To review and provide recommendations to town council on general matters related to the town's environment and wildlife, including ordinances, policies and general practices and procedures;
- d. To periodically review and provide recommendations to town council on updates to the town's beachfront management plan and marshfront management plan;
- e. To communicate with representatives from outside entities, community organizations and state and federal agencies on issues related to the town's environment and wildlife and to make recommendations to town council on opportunities for enhanced coordination;
- f. To identify, develop and recommend programs and/or projects which enhance awareness, promote conservation and protect the community's environmental and wildlife resources, including programs and/or projects which may be eligible for grant funding;
- g. To monitor current and proposed legislation, regulations and litigation at the local, state and federal level which may impact the town's environment and wildlife and to advise town council on opportunities for advocacy or participation;
- h. To review and provide recommendations to town council on the procurement and awarding of contracts for goods and services related to town's environment and wildlife; and
- i. To perform such other duties which may be assigned or requested by the mayor or town council.

(2) *Membership.* The Environment and Wildlife Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall

be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.

- (3) *Meetings; quorum; rules of order; voting.* The Environment and Wildlife Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.
- (4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Environment and Wildlife Committee are deemed public records and shall be made available for inspection upon request.

(D) Public Safety Committee

- (1) *Established; powers and duties.* The Seabrook Island Public Safety Committee is hereby established. The committee is charged with the following powers and duties:
  - a. To oversee the preparation and periodic updating of all elements of the town's Comprehensive Emergency Plan, and to provide recommendations to town council on amendments thereto;
  - b. To review and provide recommendations to town council on general matters related to public health and safety;

- c. To identify resources necessary to ensure the safety and well-being of the public;
- d. To communicate with representatives from outside entities, community organizations and emergency service providers on issues related to emergency management and disaster response planning and to make recommendations to town council on opportunities for enhanced coordination;
- e. To review the performance and reliability of emergency services including, but not limited to, beach patrol, law enforcement, fire suppression and emergency medical services, and to make recommendations to town council for improvements thereto;
- f. To review and provide recommendations to town council on the procurement and awarding of contracts for emergency-related goods and services;
- g. To undertake public relations activities to increase the public's awareness of potential hazards affecting the Seabrook Island community including, but not limited to, hurricanes, floods, tornadoes and earthquakes; and
- h. To perform such other duties which may be assigned or requested by the mayor or town council.

(2) *Membership.* The Public Safety Committee shall consist of five (5) members, one (1) of whom shall be a town council member appointed by the mayor to serve as chair of the committee. The remaining four (4) members shall be nominated by the chair and appointed by a majority vote of town council; provided, no more than two (2) town council members, including the chair, may be appointed as members of the committee. All members shall serve for a term of two (2) years. Any member who resigns prior to the expiration of his or her term shall do so in writing to the town clerk. Any member may be removed for cause by a majority vote of the town council. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment. The mayor and any other town council member who is not a member of the committee may attend and participate in committee meetings in an advisory (ie. non-voting) capacity.

(3) *Meetings; quorum; rules of order; voting.* The Public Safety Committee shall meet at least once per quarter at a date and time scheduled by the chair or a majority of the committee's membership. All meetings shall be held at Town Hall, unless otherwise advertised, and shall be open to the public. At least three (3) members must be present to constitute a quorum, and no official business may be conducted without a quorum present. Except as otherwise required by state law or town ordinance, all proceedings of the committee shall be governed by Robert's Rules of Order. Official decisions or actions by the committee shall

require a majority vote of those members present and voting. Proxy votes shall not be permitted. Any member who has a direct or indirect conflict of interest in any matter before the committee shall be disqualified from participating in any discussion or decision related thereto.

(4) *Public notice; public records.* Public notice shall be given for each meeting pursuant to S.C. Code 1976 Sec. 30-4-80. The town clerk shall prepare an agenda containing the date, time and location of each meeting, as well as a list of items for action and/or discussion. The town clerk shall act as secretary to the committee and shall prepare and keep written minutes of all committee meetings. Unless exempt by state law, all records of the Public Safety Committee are deemed public records and shall be made available for inspection upon request.

**SECTION 2. Conflicting Ordinances Repealed.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. Severability.** If any section, subsection, paragraph, clause, or provision of this ordinance shall be deemed to be unconstitutional, unenforceable, or otherwise invalid by the final decision of a court of competent jurisdiction, it shall be construed to have been the legislative intent of Town Council to pass said ordinance without such unconstitutional provision, and the validity of all remaining sections, subsections, paragraphs, clauses, or provisions of said ordinance shall not be affected thereby. If said ordinance, or any provision thereof, is held by the final decision of a court of competent jurisdiction to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

**SECTION 4. Effective Date.** This ordinance shall be effective from and after January 1, 2026.

**SIGNED AND SEALED** this \_\_\_\_ day of \_\_\_\_\_, 2025, having been duly adopted by the Mayor and Council for the Town of Seabrook Island on the \_\_\_\_ day of \_\_\_\_\_, 2025.

First Reading:           October 28, 2025  
Public Hearing:           December 16, 2025  
Second Reading:        December 16, 2025

**TOWN OF SEABROOK ISLAND**

\_\_\_\_\_  
Bruce Kleinman, Mayor

**LEGAL REVIEW**

\_\_\_\_\_  
Stafford J. McQuillin, Town Attorney

**ATTEST**

\_\_\_\_\_  
Peter D. Wiggins II, Town Clerk



## Town of Seabrook Island

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

## Community Promotion Grant 2025

Contact Us: (843) 768-9121  
[piggins@townofseabrookisland.org](mailto:piggins@townofseabrookisland.org)

# Community Promotion Grants Program Program Guidelines

## PURPOSE

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Community Promotion Grants may be awarded by the Town of Seabrook Island to eligible organizations to provide financial support for programs, projects, and activities that are 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.

## ELIGIBILITY

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### *Applicant Eligibility*

Community Promotion Grants may be awarded to any organization which:

- (1) Is determined by the Internal Revenue Service to be a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code;
- (2) Is established for any benevolent, social welfare, scientific, educational, environmental, philanthropic, humane, patriotic, public health, civic, or other eleemosynary purpose, or for the benefit of law enforcement personnel, firefighters, or other persons who protect the public safety; or
- (3) Employs a charitable purpose or appeal as the basis of solicitation.

Religious organizations may be eligible for grant funding, provided the project advances a secular (i.e. non-religious) purpose. Individuals and organizations formally associated with a national, state or local political party or candidate will not be eligible for grant funding. An eligible organization must open its membership to all persons.

Pursuant to the South Carolina Solicitation of Charitable Funds Act (S.C. Code of Laws Title 33, Chapter 56), all charitable organizations that solicit contributions or have contributions solicited on their behalf must register with the South Carolina Secretary of State's Office on an annual basis unless they fall under one of the statutory exemptions. **Applicants must provide a copy of their current registration or exemption with their application.**

### *Project Eligibility*

Grant funds may be awarded for programs, projects, and activities that are 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. Projects taking place outside of the town limits of Seabrook Island may be considered for grant funding if the project provides a demonstrable benefit to the town. 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 reserves the right to amend or limit eligibility criteria at any time.

## GRANT AWARDS

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Funds will be awarded in amounts ranging from \$250.00 to \$2,500.00. 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 \$2,500.00 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 are proposed to be expended.

For the 2025 calendar year, grant applications will be accepted starting March 1, 2025. The first review of applications will take place on March 20, 2025. Subsequent meetings of the Community Promotions and Engagement Committee will take place at 1:00 PM on the third Thursday of each month, unless otherwise advertised. Applications received after the first review will be considered in the order in which they are received. Applications will be accepted until the earlier of October 1, 2025, or upon the commitment of all available grant funds for 2025.

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 first be reviewed 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 and/or suggesting changes to the application to ensure it conforms with all grant criteria. **A representative from the requesting organization must attend (either in person or virtually) the Community Promotions and Engagement Committee meeting during which the organization's request will be considered.** Failure to attend may result in deferral or a recommendation for denial of the grant request.

Upon reviewing each grant application, the committee shall make a recommendation to the Town Council as to whether the application should be approved (in whole or in part) or denied. The Town Council shall have final authority in approving or denying grant applications.

## 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.



**4 PROJECT PURPOSE**

In the space below, please describe (1) the funds will be used and (2) how the project will provide a demonstrable benefit to the Town of Seabrook Island

[Empty space for project purpose description]

**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 15<sup>th</sup> 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.

<b>Applicant Signature</b>	
<b>Applicant Printed Name</b>	
<b>Submittal Date</b>	

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



## **Environment and Wildlife Conservation Grant Program Program Guidelines**

### **PURPOSE**

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Environment and Wildlife Conservation Grants may be awarded by the Town of Seabrook Island to eligible organizations to provide financial support for programs, projects, and activities that are designed to preserve and protect wildlife and wildlife habitat within the town, expand resident and/or visitor knowledge of environmental and wildlife issues affecting the town, or enhance environmental and wildlife conservation efforts within the town.

### **ELIGIBILITY**

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#### *Applicant Eligibility*

Environment and Wildlife Conservation Grants may be awarded to any organization which:

- (1) Is determined by the Internal Revenue Service to be a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code;
- (2) Is established for any benevolent, social welfare, scientific, educational, environmental, philanthropic, humane, patriotic, public health, civic, or other eleemosynary purpose, or for the benefit of law enforcement personnel, firefighters, or other persons who protect the public safety; or
- (3) Employs a charitable purpose or appeal as the basis of solicitation.

Religious organizations may be eligible for grant funding, provided the project advances a secular (i.e. non-religious) purpose. Individuals and organizations formally associated with a national, state or local political party or candidate will not be eligible for grant funding. An eligible organization must open its membership to all persons.

Pursuant to the South Carolina Solicitation of Charitable Funds Act (S.C. Code of Laws Title 33, Chapter 56), all charitable organizations that solicit contributions or have contributions solicited on their behalf must register with the South Carolina Secretary of State's Office on an annual basis unless they fall under one of the statutory exemptions. **Applicants must provide a copy of their current registration or exemption with their application.**

#### *Project Eligibility*

Grant funds may be awarded for programs, projects, and activities that are designed to preserve and protect wildlife and wildlife habitat within the town, expand resident and/or visitor knowledge of environmental and wildlife issues affecting the town, or enhance environmental and wildlife conservation efforts within the town. Projects taking place outside of the town limits of Seabrook Island may be considered for grant funding if the project provides a demonstrable benefit to the town. 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 reserves the right to amend or limit eligibility criteria at any time.

## GRANT AWARDS

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Funds will be awarded in amounts ranging from \$250.00 to \$2,500.00. The total amount of grant funds available each calendar year will be determined by, and shall not exceed, the amount included for the Environment and Wildlife Conservation Grant Program in the annual budget ordinance approved by the 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 \$2,500.00 in any calendar year.

## APPLICATION

---

Organizations wishing to apply for an Environment and Wildlife Conservation Grant must complete and submit an application form to the Town Clerk during the calendar year for which the grant funds are proposed to be expended.

For the 2025 calendar year, grant applications will be accepted starting March 1, 2025. The first review of applications will take place on March 13, 2025. Subsequent meetings of the Environment and Wildlife Committee will take place at 10:00 AM on the second Thursday of each month, unless otherwise advertised. Applications received after the first review will be considered in the order in which they are received. Applications will be accepted until the earlier of October 1, 2025, or upon the commitment of all available grant funds for 2025.

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 first be reviewed by the town's Environment and Wildlife Committee. The Environment and Wildlife Committee shall have the authority to establish rules for reviewing applications, including asking for additional information and/or suggesting changes to the application to ensure it conforms with all grant criteria. **A representative from the requesting organization must attend (either in person or virtually) the Environment and Wildlife Committee meeting during which the organization's request will be considered.** Failure to attend may result in deferral or a recommendation for denial of the grant request.

Upon reviewing each grant application, the committee shall make a recommendation to the Town Council as to whether the application should be approved (in whole or in part) or denied. The Town Council shall have final authority in approving or denying grant applications.

## DELIVERY OF GRANT FUNDS

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Organizations receiving funding from the Environment and Wildlife Conservation 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.



**4 PURPOSE**

In the space below, please describe (1) how the funds will be used and (2) how the project will provide a demonstrable benefit to the Town of Seabrook Island

[Empty space for describing fund usage and project benefits]

**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 15<sup>th</sup> 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.

<b>Applicant Signature</b>	
<b>Applicant Printed Name</b>	
<b>Submittal Date</b>	

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