

TOWN OF SEABROOK ISLAND

Community Promotion & Engagement Committee

Regular Meeting

January 27, 2022 – 1:00 PM



Virtual Meeting (Zoom)

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

Participate in the Meeting: Individuals who wish to participate in the meeting via Zoom may access the meeting as follows:

- [Instructions for Joining & Participating in the Virtual Meeting](#)
- **To join by computer, tablet or mobile device:**
<https://us02web.zoom.us/j/81445312137?pwd=Rk82aFJPcXZNeGR1eVUwQWVzNmgrZz09>
- **To join by phone:** Call (646) 558-8656 *Please note that long distance rates may apply*
- **Meeting ID:** 814 4531 2137 **Passcode:** 445481

AGENDA

Call to Order

Guest Presentation

- Jeri Finke – Community Promotion Grants

Items for Information / Discussion

- Discussion of Committee Responsibilities

Election of Officers

- Election of Vice Chair
- Election of Secretary

New Business Items

- Future Meeting Dates

Adjourn



Town of Seabrook Island

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

Community Promotion Grant 2021

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

Town of Seabrook Island Community Promotion Grants Program Program Guidelines

PURPOSE

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

ELIGIBILITY

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

GRANT AWARDS

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

APPLICATION

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

For the 2021 calendar year, grant applications will be accepted starting April 1, 2021. The first review of applications will begin on April 15, 2021 and will be completed within 30 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 45 days of receipt. Applications will be accepted until the earlier of October 1, 2021, or upon the commitment of all available grant funding for 2021.

In subsequent years, grant applications will be accepted starting on the first business day after January 1st. The first review of applications will begin on the first business Monday in February. Applications received after the first review will be considered in the order in which they are received and will be approved or disallowed within 45 days of receipt. Applications will be accepted until the earlier of October 1st of each subsequent year, or upon the commitment of all available grant funding for that year.

Please return completed grant applications to:

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

REVIEW

Grant applications will be reviewed, and either approved or rejected, by an ad hoc committee composed of the Town Administrator, two Council members appointed by the Mayor, and two Seabrook Island property owners appointed by the Mayor. The ad hoc committee shall have the authority to establish rules for reviewing applications, including asking for additional information, suggesting changes to the application to ensure it conforms with all grant criteria, and/or requesting an in-person or virtual presentation to better judge the application.

DELIVERY OF GRANT FUNDS

Organizations receiving funding from the Community Promotion Grant program shall submit to the Town Administrator all necessary documentation and/or receipts documenting the expenditure of grant funds. All reimbursement requests will be reviewed and approved by the Town Administrator. Upon approval, a reimbursement check will be issued to the organization. Reimbursement requests must be received no later than December 15th of the calendar year within which the grant was awarded.



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Community Promotion Grant 2021

Contact Us: (843) 768-9121
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The Town of Seabrook Island invites applications from eligible organizations for funding from the Community Promotion Grants program. Community Promotion Grants will be awarded to provide support for programs and activities that are designed to benefit the Town of Seabrook Island by promoting and enhancing community wellness, cultural and historical awareness, environmental and wildlife conservation efforts and economic development; or which improve citizen participation, satisfaction and sense of place. First review of applications will begin on April 15, 2021; however, applications will continue to be accepted until all funds have been committed.

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

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

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

4 REIMBURSEMENT

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

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

5 CERTIFICATION

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

Applicant Signature	
Applicant Printed Name	
Submittal Date	

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Community Promotion Grants

The Community Promotion Grant program was established by Seabrook Island Town Council in 2021. For more information about program eligibility, please review the program guidelines below.

- **Total Funds Available in 2021:** \$5,000.00
- **Total Funds Remaining in 2021:** **\$415.00**
- **Minimum Grant Amount:** \$250.00
- **Maximum Grant Amount:** \$1,500.00
- **Application Deadline:** April 15, 2021 (First Review); otherwise the earlier of October 1, 2021 or the commitment of all available grant funding for 2021

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Delivery of Grant Funds

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More Information

For more information about the Community Promotion Grant program, please contact us by phone at (843) 768-9121 or by email at jcronin@townofseabrookisland.org.

Community Promotion & Engagement Committee

The Seabrook Island Community Promotion & Engagement Committee is a standing committee of the town which was established by ordinance of Town Council.

The five-member committee is chaired by an assigned member of Town Council. The remaining at-large members are recommended by the chair and appointed by the full Council. Committee members serve for a two-year term which runs concurrent with the terms of the Mayor and Town Council.

The Community Promotion & Engagement Committee is tasked with the following responsibilities:

- To assist with the creation, planning, preparation, promotion, execution and evaluation of various town-sponsored events and activities;
- To identify resources necessary to ensure the success of town-sponsored events and activities including, but not limited to, sponsors, vendors, suppliers, entertainment, crowd control and public safety;
- To review and provide recommendations to Town Council on the procurement and awarding of contracts for goods and services related to town events and activities;
- To develop, recommend and implement strategies for engaging town residents, property owners, visitors and businesses;
- To provide recommendations on overall communication strategies and methods;
- To administer the town's [Community Promotions Grant](#) program; and
- To perform such other duties which may be assigned or requested by Town Council.

The Community Promotion & Engagement Committee meets 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.

To view agendas and minutes for the Community Promotion & Engagement Committee, please [click here](#).