



## **Purpose**

The Town of Kiawah Island is committed to supporting a variety of charitable organizations that are recognized as 501(c)(3), non-profit and/or tax-exempt entities providing services to the residents in need of Johns Island and Wadmalaw Island communities.

This document should help both charitable organizations better understand the objective and focus of the grants provided by the Town of Kiawah Island and the Town's staff and decision-making bodies identify the organizations eligible to receive grants.

## **Eligibility**

The Town of Kiawah considers only those organizations recognized as 501(c)(3), non-profit, and/or tax-exempt entities. For the fiscal year 2024 Budget season, the Town Council can approve up to \$200,000 for charitable organizations.

The sole focus of these charitable contributions to the people in need should specifically emphasize and support eligible funding programs and projects focused on these four fundamental elements:

1. **Hunger** – Applicants in this category must have a program that provides hunger relief in at least one of the following four categories:
    - A. Provide food or meals directly on a routine basis to underprivileged recipients qualified by the charity organization
    - B. Provide meals prepared and served by the charity organization in a group meal setting
    - C. Distribute food donations on a regular basis to the community
    - D. Provide food available in an emergency food pantry that can be distributed directly to recipients on a no-cost basis to augment what the recipients may be able to provide on their own
  2. **Housing** – Applicants in this category must provide housing assistance in one of three ways:
    - A. Provide maintenance to existing housing occupied by qualified recipients. The repairs should be to correct conditions that make the house unlivable or substandard as determined by the organization
    - B. Renovating houses that can be made available to qualified families or individuals at a below-market price or free of charge
    - C. Building new homes to be provided to qualified recipients at below-market prices as determined by the organization
  3. **Health** – Applicants must have programs that can directly assist in improving the physical or mental health of qualified recipients. Physical and mental health relate to any program, procedures, or activities that improve, increase, or benefit the state of health and well-being of an individual. This would also include the cost of transportation from a recipient's home to a medical facility. The applicant must be able to show how the funds will go directly to these issues that affect the recipient.
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## **Grants**

The Town of Kiawah will consider grant proposals for projects that meet the following criteria:

- Organizations located in Charleston County whose services/programs seek to benefit Johns Island and Wadmalaw Island communities
- Organizations that provide services that are accessible to the public; benefit or enhance the community as a whole and demonstrate financial stability
- Projects that result in a measurable impact on the community and/or the environment of Johns and Wadmalaw Islands
- Organizations that will use the grant and complete the project within twelve months from the date of funding

Priority consideration will be given to applicants who:

- Bring the maximum possible amount of funding directly to the people in need
- Utilize large, ideally Sea Islands volunteer participation
- Collaborate with other organizations
- Leverage their funding sources
- Focus their work primarily on philanthropy and social well-being

## **Limitations**

Grant proceeds may not be used for the following purposes or projects:

- Projects not predominantly serving Johns and Wadmalaw Island
- General operating expenses within the charitable organization, including salaries, building expenses, office supplies, and vehicles.
- Endowment or any other Marketing-type campaign increasing the funding of the organization.
- Any religious instructions, proselytizing, preaching, or providing any verbal or written verbiage leading to the overall, potentially religious mission of the organization.
- Political causes, candidates, campaigns, or lobbying programs.
- Religious organizations unless the gift is designated to a program that is secular in nature and benefits a broad range of the community (e.g. soup kitchens and homeless shelters). Additionally, the program must have a formal mission and a separate budget and staff.
- The Town of Kiawah only funds charitable organizations directly. It does not fund organizations that consolidate donations to be distributed to charitable recipients from these consolidated funds.

## **Evaluation**

If the applying organization received funding during the 2022-2023 Budget year of the Town of Kiawah Island, the application for the 2023-24 Budget year must include:

1. A summary along with supporting documentation on how the funds have been spent in the 2022-23 period;
2. A detailed explanation and reasoning on the designated form in the application if the granted funds were not fully expended

A lack of transparency related to both topics will lead to a decline in the application.

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The evaluation of any application will only be based on the information provided on the application during a potential meeting and site visit of the organization and experiences from prior years.

### **Application Process**

- Complete the Charitable Giving Application
- Provide proof of designation as a non-profit organization that has been recognized as Tax Exempt from the Internal Revenue Code is required
- Provide a draft budget for funding the project or program
- Submit a cover letter on the organization's letterhead that outlines the funding request
- Submit the application and requested documentation in writing to the Town of Kiawah Island, Attn: Town Clerk. Supporting documentation, as requested above and on the attached "Charitable Grant Application," is required

### **Additional Application Process Information**

- Applications are made available in November on the Town website at [www.kiawahisland.org](http://www.kiawahisland.org)
  - A staff workgroup will conduct reviews of the applications leading potentially to meetings with the applying organization and site visits, which need to be accommodated
  - This staff workgroup will then provide funding recommendations to the Ways & Means Committee for recommendation to the Town Council for final approval
  - Your presence is not required at either meeting but is encouraged
  - Requesting organizations will be notified in writing of the Council's decision by April or May 2024
  - All payments will be made directly to the requesting and approved organization in the form of a check
  - Payments will not be sent to third parties or individuals
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