

# TOWN OF KIAWAH ISLAND

## Community Outreach Policy

The Town of Kiawah Island is very proud of the level of philanthropic work it does for the community. Given available resources, the Town supports a variety of charitable and educational organizations on Johns Island and in the greater Tri-County area. In addition, the Town supports cultural and philanthropic organizations in the greater Charleston area. The Town will allocate up to 30%, or an amount not to exceed \$200,000, from the change in the fund balance of the General Fund as of June 30 each year. The allocated amount will become available after the adoption of the budget effective July 1<sup>st</sup>.

### **Application Process**

- Complete Charitable Giving Application
- Proof of designation as a non-profit organization that has been recognized as Tax Exempt of the Internal Revenue Code is required.
- Charitable donation requests and completed application must be made in writing on the organization's letterhead and sent to the Town of Kiawah Island, Attn: Town Administrator. Supporting documentation as requested on the attached "Charitable Giving Application" is required.
- Applications will be made available in December on the Town website at [www.kiawahisland.org](http://www.kiawahisland.org) and will be advertised in a newspaper of general circulation. The Town will review applications on an annual basis in January.
- Preference will be given to organizations located in the geographic region of Charleston County whose services and programs seek to benefit, directly or indirectly, Kiawah Island, Johns Island and Wadmalaw Island communities.
- Requesting organizations shall provide services that are accessible to the public; benefit or enhance the community, and demonstrate financial stability.
- Reviews will be conducted by the Ways & Means Committee
- Funding recommendations will be provided to Town Council for final approval.
- Requesting organizations will be notified in writing of Council's decision.
- All payments will be made directly to the requesting organizations in the form of a check. Payments will not be sent to third parties or individuals.