



## Hilton Head Island COVID-19 Fund Grant Guidelines

The **Hilton Head Island Covid-19 Fund** was established to provide grants to non-profit organizations serving predominantly low and moderate income citizens of the Town, for public services which provide equipment, or supplies, or materials necessary to carry out response and recovery efforts due to the impact of the COVID-19 pandemic within the Town.

**Guidelines:** The Hilton Head Island COVID-19 Fund advisory committee will review and recommend grants for eligible nonprofit organizations that are providing services to citizens impacted by the COVID-19 pandemic in the town of Hilton Head Island per the mission statement of the fund. Recommended grants will be approved through the process established by Community Foundation of the Lowcountry Board of Directors. Maximum amount per grant is \$25,000.

**Eligibility:** An organization applying for a Hilton Head Island COVID-19 Grant must be a 501(c)3 nonprofit organization providing services within the Town of Hilton Head Island to low and moderate income citizens of the Town. The organization must be able to verify that the majority of the population they serve is low to moderate income, based on HUD specifications.

**Application Process:** Applications must be submitted online, through the Community Foundation of the Lowcountry Grant portal: <https://www.grantinterface.com/Home/Logon?urlkey=lowcountry>

**Requirements include:** 1) a completed application, including the project budget form, 2) the organization's annual budget, 3) current financial statements, 4) most recent audit or financial attestation statement, 5) most recent IRS Form 990, 6) attestation of population served, 7) board list, 8) a final report will be required.

**Additional Information:** Applications must support projects or programs which provide equipment, or supplies, or materials necessary to carry out response and recovery efforts due to the impact of the COVID-19 pandemic.

### **Timeline:**

- Initial application deadline date will be September 15, 2020
- Applications will be reviewed and decisions will be made no later than October 9, 2020
- An additional cycle will be defined as needed.
- All funds will disbursed no later than March 31, 2021.
- Final reports will be due no later than May 31, 2021 for distribution to the Town no later than June 30, 2021.

Questions about the grant program should be directed to Debbie Cahoon, VP for Community Investment at 843-681-9100 or [dcagoon@cf-lowcountry.org](mailto:dcagoon@cf-lowcountry.org). She can provide up-to-date information about the timeline and approval process.