



# THE EXCHANGE CLUB OF CHARLESTON, SC

*Sponsor of the Coastal Carolina Fair*

ORGANIZED FEBRUARY 27, 1924  
CHARTERED APRIL 15, 1924



March 26, 2020

Dear Grant Applicants,

Due to the logistical challenges presented by the COVID-19 virus, The Exchange Club of Charleston AIMS Committee is pleased to accommodate some of the issues your organizations raised. The deadline for submission and the method of submission are changed as follows:

1. **The deadline for submission is changed to May 1, 2020.**

2. Please submit electronic documents via e-mail, rather than paper copies. Send the grant application packet to: [info@coastalcarolinafair.org](mailto:info@coastalcarolinafair.org). If you have already sent paper copies, we will scan them for the committee. You do not need to resubmit.

ONE (1) copy of the each of the following documents in the following order:

- A. Introductory letter on organizational letterhead (1-2 page max.) addressing the grant committee with a summary of the project and general details outlining the purpose of the grant request.
- B. Completed 2020 Community Service Grant Application through item IV. (3 pages)
- C. Budget that outlines the grant project. (1-2 page max.)
- D. Copy of IRS ruling that the organization is tax-exempt as a charitable or eleemosynary organization.
- E. Current list of Board of Directors/Trustees with Officers
- F. Organizational Financials for the Charity that is completing the Community Service Project being funding by the Grant for the current Fiscal Year to include.
  - a. **Balance Sheet:** which is the financial statement that includes assets, liabilities and equity for the charitable organization to detail the current cash position.
  - b. **Profit and Loss Statement:** which summarizes the revenues, costs and expenses incurred.
- G. Most recent Audited Financials, including the auditor's opinion and management representation letter. If your organization does not hire an outside independent auditing firm to perform an annual review, submit your organizational 1) Board minutes that show an internal audit was performed; and 2) Policy and Procedure documents which details how your organization performs an annual audit review.

**These documents are meant to be concise, but if there is additional information that is essential to presenting the grant request or outlining special circumstances, it may be included here as reference to supporting the grant application. Do not include a large number of additional pages, as the request is intended to be covered in the 1) Intro Letter, 2) Grant Application, and 3) Budget outline.**

Please understand that we are doing everything we can to help your organization and to make this process easier.

Thank You,

*Daniel S. McQueeney*  
DANIEL S. MCQUEENEY, CHAIRMAN  
CLUB AIMS COMMITTEE

*Ernest L. Beck*  
ERNEST L. BECK, CO-CHAIRMAN  
CLUB AIMS COMMITTEE

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