

SCNPS Grand Strand Chapter Grant Committee Chair Volunteer Role Description



Grant Committee Chair Position

The Grant Committee Chair oversees the SCNPS Grand Strand Chapter's grant program. Grant cycles are in the spring and fall and offer grants to organizations within the Grand Strand area. This is a great opportunity to learn, and fund, exciting projects that support native plants in the Grand Strand area, including for organizations that would otherwise be unable to fulfill these projects.

Duties include:

- Creation of grant application informational letter and application form
- Dispersal of grant application information to community members via email
- Gathering of grant materials and accumulation in Google Drive Folder
- Coordination with the Grants Committee to set deadlines for grant reviews via rubric and schedule grant review virtual meetings
- Review of grants alongside the Grants Committee with the use of a rubric
- With the Grants Committee, make recommendations for grant funding
- Notify applicants of approval or declination of grant funding
- Maintain records of grants
- Answer applicant questions as needed

This position is primarily limited to two times a year, in the spring and fall and does not require a large time commitment overall.

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Questions? Contact grandstrand@scnps.org
or visit scnps.org/grandstrand