



ISLAND INSTITUTE

Dear Owen,

Congratulations! You have been awarded a \$10,000 ShoreUp Technical Assistance award from the Island Institute to support the Spruce Head Island Causeway Road Improvements project. We are excited to be supporting this important project. Before we are able to make an award, please ensure that you send us a complete IRS form W9. Upon receipt we can issue a check.

Please note that ShoreUp recipients are asked to comply with the following requirements for use of ShoreUp Funds:

- 1. Reporting:** Your team should maintain contact with the Island Institute staff and provide updates on progress, including any changes to the original project budget. We also ask that you provide a brief report detailing impact and follow-up at the conclusion of your project, and no later than one year after this award is issued (October 10, 2019). A reporting template will be provided to you electronically.
- 2. Administration of Funds:** The awarded funds should be expended on the activities outlined in your proposal. If additional expenses become a factor or the plan must change, we ask that you notify our staff beforehand.
- 3. Acknowledgement of Support:** When possible to do so in written materials, public events, and other Island Institute-supported events, please include acknowledgement of funding and staff support of the Island Institute.

Congratulations again on your grant award. If you have any questions or would like help completing the above requirements, please get in touch with Sam Belknap at sbelknap@islandinstitute.org or call 207-992-7726.

Best,


The Island Institute Sea Level Rise Resiliency Team