

SIF

Charitable Gifting Policy

INTRODUCTION

Sea Island Forge was born with the intention of building products to inspire personal gatherings and conversations. Our mission is to help connect friends, family and community through shared stories and memorable experiences - - - a reminder of the need and value surrounding human connection. To that end, we are committed to more than making beautiful heirloom-quality products. We strive to make a positive IMPACT via a consistent and intentional charitable initiative, partnering with 501(c)(3) organizations in support of works aligned with our personal and organizational values: **FAMILY + COMMUNITY**.

We are especially committed to projects and organizations working to ensure a safe, dignified and fulfilling existence for the following at-risk populations: children, geriatrics, animals and military service veterans. Additionally, we are dedicated to initiatives fostering outdoor activities and quality time together - un-plugged and engaged in shared experience and the creation of lasting memories.

PURPOSE & SCOPE

At the beginning of each year, we work to develop a charitable giving budget that reflects financial prudence. Beyond budget, this policy guides our decision-making process for all charitable requests including sponsorships, cause-related marketing initiatives, in-kind donations, gifts and/or giveaways. Additionally, this policy builds a consistent internal procedure, gives clear visibility regarding our selection process, inserts controls on the amount of giving, and ensures SIF properly captures tax benefits surrounding contributions.

Sea Island Forge supports non profit initiatives aligned with our personal and corporate values - **FAMILY + COMMUNITY** - and we seek to consistently uphold the following principles:

Respect. Integrity. Empathy. Compassion.

All company-sponsored contributions will promote our organizational goals and foster positive brand visibility. Although we maintain an open platform for the consideration of a wide variety of philanthropic initiatives, preference is given to initiatives that directly support:

- Efforts to enhance and sustain our local St. Simons and Golden Isles community in Coastal Georgia.
- Efforts to foster healthy and sustainable life experiences for those who have served in protection of our nation
- Efforts to nurture educational opportunities to optimize the productivity and contributions of future generations, especially as it relates to the sustainability of trades related to our own products and industry - ex blacksmithing and metalworks
- Efforts to support “enhanced quality of life” and general support programs for individuals and families affected by Alzheimers and other age-related dementias
- Efforts to ensure a safe and dignified life experience, especially for the following at-risk populations: children, geriatrics and animals

CRITERIA FOR ELIGIBILITY

- Proof of 501(c)3 non-profit status (ex. IRS Tax Exemption Letter)
- A clearly defined mission statement, and well documented policies ensuring financial prudence and operational oversight
- An on-going commitment to growth of organization and mission, evidenced by a well articulated strategic plan
- Form 990

“What we do MATTERS.

Every Day.”

- Steve & Sandy Schoettle

OUR PROCESS FOR CONSIDERATION

1. The organization or individual seeking a donation will be directed to make the request in writing using the [Application for Charitable Donation](#).
2. Requesting organizations will receive confirmation when the application has been received in good order for review.
3. The donations committee will complete a preliminary review of the request within a reasonable period of time, and a member of our team will reach out to the primary contact for additional information when/if required for final consideration.
4. Once the donations committee has reached a decision on an applicant's request, the applicant will be informed in writing/by email via the address attached to the original request submission.
5. For approved applications, the donations committee will provide a detailed description of products + services approved for donation, and an assigned team member will coordinate event + delivery details with the primary contact listed on the application.

PLEASE NOTE THAT IT WILL BE THE OBLIGATION OF THE RECIPIENT TO PROVIDE SEA ISLAND FORGE WITH A DONOR GIFT ACKNOWLEDGEMENT LETTER, DETAILING THE VALUE OF THE ITEM(S) DONATED, AND THE DATE OF THE DONATION. WE REQUEST ALL LETTERS ARE DELIVERED WITHIN TWO (2) WEEKS OF THE CONCLUSION OF THE DATE OF THE EVENT.

Please submit all questions and related correspondence to:

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