



Swansboro Parks & Recreation Advisory Board Special Meeting Agenda

Town of Swansboro

Wednesday, July 08, 2026

I. Call to Order & Roll Call

II. Adoption of Minutes

- a. Adoption of June 17, 2026 Minutes

III. New Business

- a. RFQ-Proposals for Grant Writing Services

Anna Stanley

The Town received two proposals in response to the RFQ for grant writing services to support applications for the Land and Water Conservation Fund and the Parks and Recreation Trust Fund grant programs. The Board should review and discuss each proposal, including relevant experience, understanding of the grant programs, proposed scope of services, timeline, and ability to assist the Town in preparing competitive applications.

Recommended Action: Review the submitted proposals and recommend one firm to serve as the Town's grant consultant for the LWCF and PARTF grant application process. If additional information is needed, the Board may also recommend follow-up questions or direct staff to negotiate final scope and fee terms with the preferred firm.

IV. Old Business

- a. Pumpkin Derby
- b. Advisory Board Documents

Board Responsibilities

Strategic Plans

V. Comments

VI. Adjournment

Next Meeting August 19, 2026, 5:30 PM