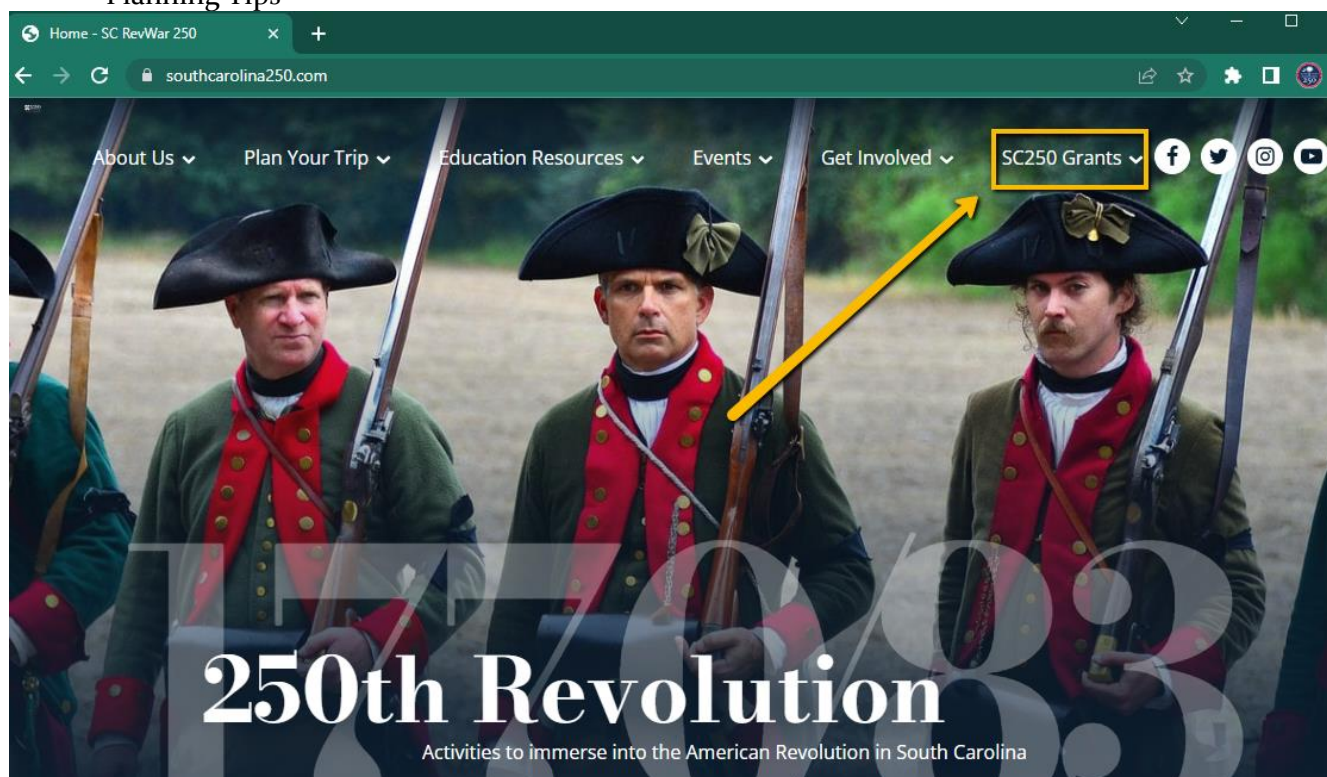


Review information about SC250 Grants on the Commission site

- Visit <https://www.southcarolina250.com/>
- On the **Home Page**, click on directly on the tab for SC250 Grants to review Application/Project Planning Tips



- See an overview of the grant programs on the dropdown page SC250 Grants > 24FY Grant Programs. From that page you can visit specific pages with details of each grant.

Are you Registered on Discover SC Web Grants?

- If no, follow the 1. Completing your registration on WebGrants instructions found at the bottom of each grant-specific webpage under the heading Helpful Links.
- If yes, proceed to **Logging In**. Click the button at the bottom of any grant-specific webpage that says **Register on Discover SC WebGrants & Apply** or you can always find the link to WebGrants in the dropdown menu under the SC250 Grants tab.

Logging into the WebGrants System

- On the **Login Page**, Click on User ID on the left side of your page under Login
- Enter your User ID | Enter your Password | Click on Button **Sign In**

Login

Enter your user id and password

User ID

Password

SIGN IN

Forgot User ID?

Forgot Password?

Click here to Register

Announcements

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Dulles Technology Partners Inc.

WebGrants 7.1.12

Notes before you Start your Application:

- Use the WebGrants Menu, not the Browser Menu.
- WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.
- The system does not Auto Save. When you click the save button it will always take you back to the top of the page.
- When you hover over a line and it turns green, you can click anywhere on that green line to select that item.
- Read the instructions on the screen for navigating the system.

Creating an Application

- From the **Side Menu**: Click on **Funding Opportunities**

Heather Hawkins (External User)
External User
Site Member ASSIGNED External

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

Back

Print

Online Help

Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after the deadline.

ID	Status	Agency	Program Area	Title
3780	Posted	SC American Revolution Sestercentennial Commission	SC American Revolution Sestercentennial Commission	County 250 Organizing Grants - 24FY
5218	Posted	SC American Revolution Sestercentennial Commission	SC American Revolution Sestercentennial Commission	SC American Revolution Patriot Grants (up to \$15,000) - 24FY
5219	Posted	SC American Revolution Sestercentennial Commission	SC American Revolution Sestercentennial Commission	SC American Revolution Major Grants (\$15,001 - \$125,000) - 24FY
5220	Posted	SC American Revolution Sestercentennial Commission	SC American Revolution Sestercentennial Commission	SC American Revolution Premier Project Grants (\$125,001+) - 24FY

- Select the ‘**Opportunity Title**’ for which you are applying by clicking on the title.
 - Please note that the [Discover SC Web Grant program](#) is shared with [SCPRT Grant Programs](#). Make sure you are selecting the **correct Title** (ie SC American Revolution Patriot Grants (up to \$15,000) – 24FY) and the **Program Area is listed as SC American Revolution Sestercentennial Commission**
- Read the Funding Opportunity **description** to ensure eligibility requirements.
 - For Example: County 250 Organizing Grants can **only be applied for by the official County 250 Committee** for each SC County. Visit the Local County 250 Committee tab under Get Involved on SouthCarolina250.com for more info about becoming the official County Committee.

DISCOVER South Carolina

SC250 Tester
Tester Role: Grants

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Funding Opportunity Details

1459 - County 250 Organizing Grants - 22FY
Funding Opportunity Details

SC American Revolution Sestercentennial Commission
Final Application Deadline: May 13, 2022 3:00 PM

Status: Test
Award Amount Range: No Limit - \$1,000.00
Project Dates: -
Award Announcement Date: -

Program Officer: Heather Hawkins
Phone: (803) 898-3392 x
Email: hhawkins@southcarolina250.com

Description

SC250 Grant Applicants are encouraged to apply early and reach out to the SC250 staff with any questions through the grant portal or via email at info@SouthCarolina250.com. Please allow up to a business days for responses. Before applying please review all grant requirements under the grants tab at SouthCarolina250.com. There you can also find a step-by-step for help with using the Discover South Carolina Web Grants program.

County 250 Organizing Grants

In an effort to ensure that all counties across SC have Sestercentennial programming highlighting their unique roll in the American Revolution, the SC250 Commission will be issuing a grant to each county to aid in the formation of their own County 250 Committee and kick start their efforts.

"What I can do for my country, I am willing to do." – Christopher Gadsden.

Grant Requirements:

- Be the "officially recognized" County 250 Committee for your SC county
- Be about the business of celebrating the American Revolution in your County including projects such as:
 - Plan 250+ events, get ready for tourists, and envision educational opportunities.
 - Evaluate your capacity to handle visitors, to put your best foot forward.
 - Survey Revolutionary Era sites and assets in your community.
 - Design your local Revolutionary Trail, featuring significant people, places, and events – using maps, access, and interpretation.

- Click on ‘**Start A New Application**’:

Pro Tip: if you have already submitted an SC250 application in WebGrants you can **Copy an Existing Application** instead of Starting a New Application and several sections should copy into the new application. Make sure to check that everything (including the title of the grant under the General Information component) is updated before submitting the new application.

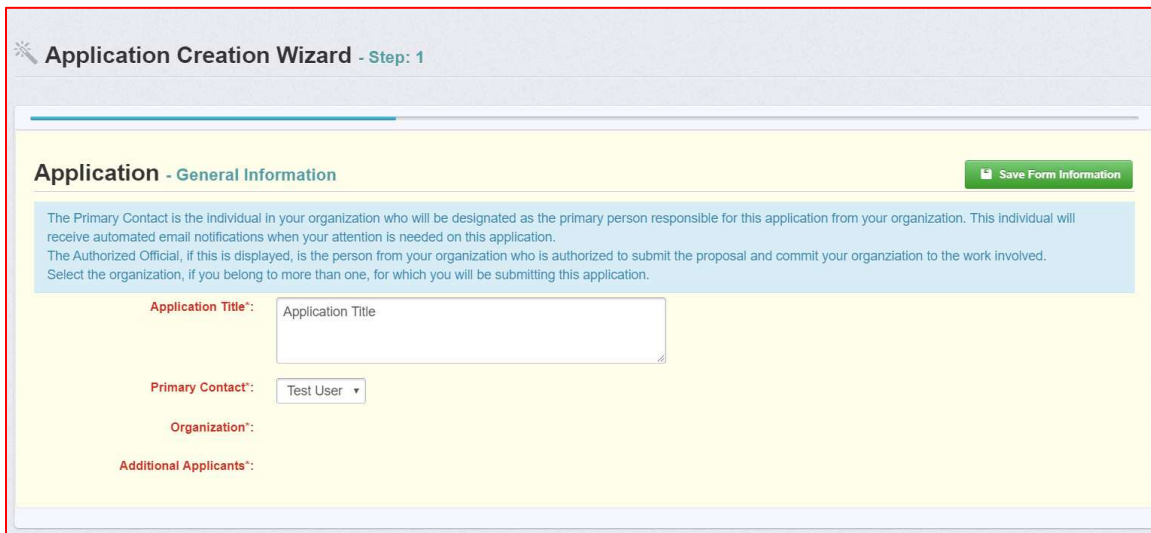
Pro Tip: At any time you may click on ‘**Ask a Question**’ and submit a question into the system. When the Program Officer answers your response, you will receive an email alert from the WebGrants system. Or simply email hhawkins@southcarolina250.com or call 803-898-3392.

Sections of the Application

General Information Page

This is a system page that pulls from the People and Organization database. The system identifies the User and the association with their Organization. This is identified when a user registers for access to WebGrants.

- Complete Step 1 in the Application Creation Wizard (if starting a new application).



The screenshot shows the 'Application Creation Wizard - Step: 1' interface. The main heading is 'Application - General Information'. A green button labeled 'Save Form Information' is in the top right. A blue informational box contains text about the Primary Contact and Authorized Official. Below this, there are four labeled fields: 'Application Title*' with a text input field containing 'Application Title'; 'Primary Contact*' with a dropdown menu showing 'Test User'; 'Organization*'; and 'Additional Applicants*'. The form has a yellow background and is enclosed in a red border.

- **Title:** Name of Grant Project for example: Travelers Rest Dickey Langston Statue or Laurens County 250 Strategic Planning. Please be specific not simply Baxley Co. Application.
- **Primary Contact:** The individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
- **Click the Button Save Form Information.** Note: You will have to save several times on this General Information component if creating a new application.
- Complete Step 2 of the Application Creation Wizard
 - **Organization:** Select the organization. If you belong to more than one, use the dropdown to select the one for which you will be submitting this application.
 - **Click the Button Save Form Information**

Application Creation Wizard - Step: 2

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Test User

Organization*:

- Complete Step 3 of the Application Creation Wizard
 - **Additional Applicants:** Colleagues will not be able to work on the application nor receive notifications unless added as an additional applicant. They must register with the Discover SC WebGrants site using the **same exact organization name** and be approved by Admin before you can add them.
 - Click the Button **Save Form Information**

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 4

Program Area*: Test Program Area

Funding Opportunity*: 2-Example Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Test User

Organization*: Grantee Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Note: The system has created and assigned the application # when you clicked 'Save'. If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.** You can click on 'Applications' from the Side Menu or; Click on 'Funding Opportunities' and you will see your application in the top section.

Application Details

- Once you have completed the General Information, you will be returned to the Application Details.

- The system will show a complete listing of all application forms (components) that are to be completed by the applicant to apply for funding in the WebGrants System. **Click on the next form listed underneath the General Information form, which you just completed.**

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2022 2:08 PM - SC250 Tester
Cover Sheet	-	-
Narrative	-	-
Assurances & Certifications	-	-
Support Materials	-	-
Budget	-	-

Note: The Applications Details page will show a header in pink letting you know that you are required to **mark all the forms complete** or the application cannot be submitted.

- You will continue to click on each Component (Cover Sheet, Narrative, Assurances & Certifications, Support Materials, Budget) in the Application Details listing.
- Click any **Edit Form** button.
- All questions/fields in red are required.
- Yes or No on some questions will trigger form logic that requires more fields be completed.

Pro Tip: When Editing the Application, tabs for each section labeled with 6-character descriptions allow you to toggle between each section of the application.

3934 - Baxley County 250 Strategic Planning

Status: **Editing**

Stage: Final Application

Application Due Date: May 7, 2024 3:00 PM

Program Area: SC American Revolution Sestercentennial Commission

Funding Opportunity: 3780-County 250 Organizing Grants - 24FY

Organization: Baxley County (Test County)

Requested Total:

App List Genera **Cover** Narrat Assura Suppor Budget

Cover Sheet - Current Version

Navigating in the WebGrants System

- Most forms are editable by clicking ‘Edit’ at the top part of the section of the form.
- Please note that the system does not save automatically. Always save before leaving a form.

1484 - Davies County 250 Organization

Status: **Editing**

Stage: Final Application

Application Due Date: May 13, 2022 3:00 PM

Program Area: SC American Revolution Sestercentennial Commission

Funding Opportunity: 1459-County 250 Organizing Grants - 22FY

Organization: Grantee TEST Organization

Requested Total:

PLEASE NOTE THAT SYSTEM DOES NOT SAVE AUTOMATICALLY.

Project Information

Amount Requested*: \$0

Please note that all applicants must be located in South Carolina unless you are an individual or organization working on research and/or a publication that specifically pertains to the American Revolution in SC.

Are you located in SC?:

Please note that only those able to say yes their project specifically (not tangentially) pertains to the American Revolution in SC should proceed.

Does your project specifically pertain to the American Revolution in SC?:

Applicant Type

What type of applicant are you?

Please Note:
Official County 250 Committee - While the 250 Committee may apply for all SC250 grants, the official County 250 Committee (or the County government on their behalf) is the only type of applicant that can apply for the County 250 Organizing Grant and the County Asset Assessment & Tourism Plan Grant.

Applicant Type*:

- However, multi-list sections (such as timetables or budgets) are editable by clicking ‘Add New’ on the section. If you are completing a multi-list section, you can create as many rows as necessary to complete the section. If you want to delete a row, you will click on the row and click ‘Delete’.

Personnel and/or Consultants - Multi-List

✓ Mark as Complete + Add Row

SC250 grants may also be used to retain consultation services (of a scholar or other needed expertise) for a defined period of time to improve the project's content.

*Please note that administrative staffing should be limited and no more than 10% of total budget.

*Include the participant's name, professional affiliation, discipline and/or profession, and his/her role in the project (consultant, lecturer, panelist, curator, etc.). Provide a brief vitae/resume for the major scholar(s)/consultant(s), showing qualifications relevant to the project.

*List only staff receiving grant funds or providing cost-share (if required).

*Note that scholars and essential resource persons must be contacted prior to application; if a commitment is tentative, insert a note to that effect following the name.

*Contracts can be contingent on funding.

Name	Professional Affiliation	Discipline and/or Profession	Role in the Project (consultant, lecturer, panelist, curator, etc.)	Vitae/Resume
No Data for Table				

Last Edited By: SC250 Tester - Feb 16, 2022 2:16 PM

+ Add Row

- All information must be saved by clicking ‘Save Row’ on the forms. If you do not click ‘save’ and you back out of the form or section of the form, your information will be lost.

Personnel and/or Consultants

Save Row

SC250 grants may also be used to retain consultation services (of a scholar or other needed expertise) for a defined period of time to improve the project's content.

*Please note that administrative staffing should be limited and no more than 10% of total budget.

*Include the participant's name, professional affiliation, discipline and/or profession, and his/her role in the project (consultant, lecturer, panelist, curator, etc.). Provide a brief vitae/resume for the major scholar(s)/consultant(s), showing qualifications relevant to the project.

*List only staff receiving grant funds or providing cost-share (if required).

*Note that scholars and essential resource persons must be contacted prior to application; if a commitment is tentative, insert a note to that effect following the name.

*Contracts can be contingent on funding.

Name*: Richardson Davies

Professional Affiliation*: RD History, LLC

Discipline and/or Profession*: Historian

Role in the Project
(consultant, lecturer, panelist, curator, etc.): Writing Copy for Interpretive Signs

Vitae/Resume*: Copy of Forgotten Patriots ISBN-978-1-892237-10- Change Remove

Save Row

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

You can click on 'Applications' from the Side Menu or;
Click on 'Funding Opportunities' and you will see your application in the top section.

Cover Sheet

- **Project Information**

- **Are you located in SC?** (Question not on County 250 Applications as only official SC County 250 groups are eligible.)
If not, are you not in SC but applying for a research or publication grant pertaining to the American Revolution?
- **Does your project specifically pertain to the American Revolution in SC?** (Question not on County 250 Applications but still a requirement of the project.)
- **Applicant Type** - Please Note: Official County 250 Committee - While the 250 Committee may apply for all SC250 grants, the official County 250 Committee (or the County government on their behalf) is the only type of applicant that can apply for the County 250 Organizing Grant and the County Asset Assessment & Tourism Plan Grant. You must register with SC250 by submitting a contact list and County Council resolution to be officially recognized. Contact us at info@SouthCarolina250.com for more info.
- **Grant Type** – This is where you choose from the dropdown list of approved grant types: Local Museum Style Panel Grant, Local Activity Grant, County Asset Assessment & Tourism Plan Grant, Research Grant, Publication Grant, Education Grant, Signage & Marker Grant, or Site Grant.

- **Fiscal Funding**

- **Who will be managing your grant funds?** This can be the applicant, another fiscal agent, or in some grant types an individual. **Best Practice is to have the Fiscal Agent serve as the Applicant for the grant.** If someone other than the Applicant will be managing the funds, please contact SC250 for application clarification. If awarded, the Fiscal Agent will be required to sign the grant agreement/contract.

At least two of the three contacts below should be different to ensure checks and balances overseeing this state funding.

- **Project Director (For County 250 Apps, this is usually the County 250 Representative in Charge of the Project):** The person responsible for the overall management of the project, for serving as the liaison to SC250, and for preparing and submitting the final narrative evaluation and fiscal report.
- **Fiscal Officer (Usually Fiscal Agent/Applicant):** The person responsible for the receipt/handling of funds, the maintaining of financial records, and the completion of the final financial report. He/she must maintain contact with the project director. The fiscal officer cannot act also as the project director.
- **Is the Authorizing Officer the Same as Above?**
Project Sponsor (Usually Fiscal Agent's) Authorizing Official: Who can sign off on spending the grant funds if awarded? This person is the authorized agent of the sponsor with the authority to commit resources. While he/she may also act as the fiscal officer, this person is often the executive director, board chair, or foundation officer. This could be the same as above, but the application must have at least two different people for all grants

except for individual grantees with scholar or publication grants.

- **State Vendor Number**

- A state vendor number is not required to apply. However, if awarded the grantee's fiscal agent will have to submit a SC State Vendor Number in order to receive funds. If you already have a state vendor number, please submit it here. If not, you can register at Procurement.sc.gov. Receiving your number can take a few minutes or up to one month. Note: This number is different from an EIN number or Sec. of State Charity number.

- Click **Save Form** Button – remember the system does not autosave. The fiscal funding section will require you to complete all required fields in order to go forward.
- Each time you save, the program will take to back to the top of the form/component.
- You can move to the next form/component but clicking on the tabs featuring 6 letters of the form title.
- You can also scroll to the bottom and click the **Next** Button.

City State Zip Code

Authorizing Officer

Authorizing Officer - Decision maker for your organization – examples are County Administrator or Executive Director of Non-Profit.

Is the Authorizing Officer the same as above? Yes

Last Edited By: SC250 Tester - Feb 17, 2022 3:20 PM [Edit Form](#)

[Previous](#) [Next](#)

The Narrative

- Answer remaining questions in full yet concise answers within the character limitations of each field. **Note:** the limits are character limits not word limits. The questions are broad to accommodate many different types of grants.
- **Pro Tip:** There is a Word version of the applications at the bottom of each grant type's page at SouthCarolina 250.com for review/practice. Applications still must be completed online.

Sections

- **Activities** (This section is only on the Organizing Grant Applications)
 - For the County 250 Organizing Grants you must select one of the following approved activities:
 - Strategic Planning for your Committee's Education, Commemoration, and/or Tourism Activities
 - Survey of American Revolution Era People, Places, & Stories
 - Historic Research and/or Archeology of an American Revolution Era Site in Your County
 - Historic Research to help rediscover the often lost voices of African Americans, Native Americans, Women, and Children
 - Designing a Revolutionary Era Trail/Tour in your County (or with Surrounding Counties)
 - Memorialize your hero/heroines' American Revolution actions with statues, markers, art, etc.

- Mark your 18th-century roads, trails, forts, muster grounds, churches, buildings, and other points of interest
 - Other – If you choose Other, please describe your proposed project.
- **Project Summary**
 - **Project Summary** - Consider this your "elevator speech" - a few sentences that sum up your grant proposal.
 - **Revolutionary Era (1770-1783)** – Explain how this project relates specifically (not tangentially) to not just Colonial times but specifically to the American Revolution Era (1770 Boston Massacre -1783 Treaties of Paris). Note: This does exclude generic Colonial, French & Indian War Era, even forming-a-new-government topics such as the Constitution. While these are all worthy topics, thank you for understanding that the Commission is focusing on their statutory directive of the American Revolution anniversary.
 - **County Data (Question Only in Competitive Grants not County 250 Grants)**
 - Please select your county from the dropdown to see your county's Tier ranking based on an estimated number of American Revolution Battles & Skirmishes. This chart was created based on the battle and skirmish listings at carolana.com. Tier IV with the most assets and Tier I counties will the least. SC250 believes that all counties have Revolutionary Era people, places, and stories to share. That being said, some counties will need more assistance based on the number of events they have in their timeline. This ranking will be just one consideration of the review panel.
 - By selecting your county above, the system should eliminate all Tiers except the one you should select on the dropdown. If more than one Tier appears in the dropdown (after you have selected your county above), please save and edit to refresh.
 - By selecting your county above, the system will calculate your SC Job Tax Credit Ranking when you save your application. This chart was created by the SC Dept. of Revenue based on per capita income and unemployment rate data. Tier IV with the most need of assistance and Tier I counties with the least. As SC250 sees cultural tourism as an economic development tool, this is just one of many factors that the Commission will take into consideration.
 - **Prior Funding (Question Only in Competitive Grants not County 250 Grants)**
 - Have you received funding from SC250 before?
 - If yes, how much?
 - If yes, for what project(s)?
- **Project Detail Description**
 - **Grant Type (Only in Competitive Grants no County 250 Grants)**
 - This answer will bring up specific points to consider based on grant type in your execution of plan answer. Again, not on County 250 Grants).
 - **Approved Projects for Local Activities Grants (Only in Local Activities Grants)**
 - Hold Events Celebrating Local Revolution Era People, Places, and Events
 - Living History Activities or Dramatic Presentations
 - Host Genealogy Programming
 - Develop Programs Helping to Rediscover the often lost voices of African Americans, Native Americans, Women, and Children
 - Give Tours of Revolutionary Era Sites in your Community
 - Memorialize your hero/heroines' American Revolution actions with statues, markers, art, etc.

- Art Projects related to the American Revolution in SC and specifically your Community
 - Host Speakers, Living History Presenters, & Authors or Hold a Panel Discussion on American Revolution (1770-1783) in SC Topics.
 - Sponsor a Competition for Local Students. It could be anything from writing an essay to creating a social media post around the American Revolution theme.
 - Plant a “Liberty Tree” in memory of all those who died fighting for freedom during the American Revolution.
 - Develop Children-Friendly Programs that include songs, games, and crafts that would have been popular among children during the American Revolution.
 - Sponsor Home and Garden Tours of Historic Homes with Revolutionary Era roots.
 - Organize a Sestercentennial Festival with music, food, and games.
 - Marketing of American Revolution Sites or Anniversary Activities in your Community
 - Other Please define below.
- **Execution of Plan** - Please describe the details of the plan. Are the phases of the project completed or in the planning phase? Is this project part of a larger project? Again look at the points to consider based on your grant type if you are completing a competitive grant.
 - **Scholars & Peer Review (Question Only in Competitive Grants no County 250 Grants although should be considered for County 250 projects.)** Have scholars and a peer review of the history been a part of your project planning? If yes, please describe the process and who was involved. If not, what is your plan to ensure the accuracy of the historic information?
 - **Promotion (Question Only in Competitive Grants no County 250 Grants although should be considered for County 250 projects.)**
 - Offer detailed plans for promotion/publicity and estimate the size of the direct audience expected to be touched by your project.
 - Address how you will promote the role of SC250 as a funding source for the project. Verbal and print acknowledgment of SC250 is required upon award.
 - Media projects should offer realistic distribution estimates and should attempt to confirm as well as intended screenings of the final product.
- **Deliverables/Impact**
 - **Deliverables (Expected Outcome)** - What deliverables (tangible items) will be your expected outcome of this project? You can mention a larger project goal, but make sure to be very specific about the end result of this funding (your grant deliverables). Note that this response is about tangible items while the longevity question can be about the emotional or overarching result these items have - i.e. inspire a new generation of historians. Best Practice: Number them in a list. For example 1) a new County 250 website 2) new County 250 social media pages 3) a maintenance plan for both. If approved, this text will appear in your grant agreement/contract and will need to be documented in your final report.
 - **Measurement of Success** - What matrix will you use to measure success? Examples may be 1) attendees at the event 2) survey of participants 3) media coverage 4) social media interaction 5) click on a website, etc. Best Practice: Write them as a list. Please note that if approved, this text will appear in your grant agreement/contract and the results will be required on your final report.

- **Inclusion** - It is an expressed goal of the SC250 Commission to be intentionally inclusive in its activities. Please describe any way in which your project might further one or all of these goals:
 - Making sure to tell the stories of the historically disenfranchised such as (but not limited to) African Americans, Native Americans, women, and children.
 - Including in the narrative British and SC Loyalists primary accounts of the bitter SC partisan fighting.
 - Remembering that each County even those without major battles has its own stories and place in SC American Revolution history.
 - Reaching out to all communities to encourage participation in project development, activities, and events to ensure that all South Carolinas feel a part of this American celebration including (but not be limited to) African American, Native American, Latinx, and Asian communities.
- **Participation & Access** (Question Only in Competitive Grants no County 250 Grants although should be considered for County 250 projects.) - Please describe how the public will be able to participate or have access.
- **Engagement** (Question Only in Competitive Grants no County 250 Grants although should be considered for County 250 projects.) –
 - How do you see this state funding have a lasting impact on historic tourism, education, and/or engagement in your community?
 - Particularly if a site project, does this investment have the potential for a 50-year life span?
 - If a one-time event, could planning be put in place to sustain it annually?
 - Could you create a template for this project to share with other organizations?
- **Longevity/Lasting Impact** - Describe the impact you hope to have with this project. How will this project have longevity?
 - How do you see this state funding have a lasting impact on historic tourism, education, and/or engagement in your community?
 - Particularly if a site project, does this investment have the potential for a 50-year life span?
 - If a one-time event, could planning be put in place to sustain it annually?
 - Could you create a template for this project to share with other organizations?
- **Partnerships** - While not required, SC250 encourages partnerships to broaden the scope of any project. List any community organizations that will partner with your sponsoring organization on the planning and implementation of the American Revolution project. Programs are always most successful when they have the support of a wide variety of organizations and people. Strong community collaborations will increase the application's competitive advantage.

App List Genera Cover **Narrat** Assura Suppor Budget

Narrative - Current Version

Answer the questions in full yet concise answers. Please note that as SC250 Grants vary in scope, these sections can be adjusted to pertain to your project as long as the project fits within the goal of the specific Grant.

Overall Goal or Purpose ✓ Mark as Complete Edit Form

Please describe the project the project's goal or purpose; subject matter or theme.

Goal or Purpose*:

Strategic Planning for Davies County 250 Projects and Marketing

Last Edited By: SC250 Tester - Feb 17, 2022 3:41 PM Edit Form

Note: There are often two **Edit Form** Buttons or two **Save Form** Buttons on each section. You may use either one.

- **Planning & Timetable Section**

- In order to edit the Planning & Timeline or the Personnel and/or Consultants section, you have to **Save Form**.

- It will take you back to the top of the form. Scroll back to Planning & Timetable Section, and click on either **+ Add Row** Button.
- Fill in the fields for each benchmark in your project
- Click on either **Save Row** Button.

- It will take you back to the top of the form. Scroll back to the Planning & Timetable Section and keep adding rows until you have a timetable of major benchmarks of the project.
- Click on any **Edit Form** Button and scroll back down to the next section to finish any portion of the narrative.
- Click **Save Form** Button – remember the system does not autosave.
- You can move to the next form/component but clicking on the Assura Tab or you can also scroll to the bottom and click the **Next** Button.

Assurances & Certifications

- SC250 will be launching multiple grant types and all items on this section may not pertain to your project, but please review this section carefully and make sure it is understood by all parties. If the fiscal agent is different from the project director, make sure they have reviewed these items. As the official grantee, the fiscal agent is technically responsible for the grant product.

- Note that if you do not see the **Edit Form** button, the form may have opened in edit mode.
- By completing this form with the Authorized Official name, this is a digital signature agreeing to the term.

- Scroll to the bottom to “sign” by completing the form.
- A reminder that the Authorized Official was filled in on the cover sheet.
 - **Fiscal Agent/Sponsoring Organization’s Authorizing Official:** This person is the authorized agent of the sponsor with the authority to commit resources. While he/she may also act as the fiscal officer, this person is often the executive director, board chair, or foundation officer. This could be the same as above, but the application must have at least two different people for all grants except for individual grantees with scholar or publication grants.

I. Public Access: If the Applicant uses SC250 funding to acquire Fee Simple title to land, it understands and agrees that public access and use of the land must be permitted, subject to those rules and regulations that are consistent with the conservation purposes for which the land was acquired.

II. Funds Not Used: The Applicant understands and agrees to return to the SC250 any SC250 funds disbursed by the SC250 to the Applicant that are not spent. In accordance with this Application, within 60 days of the day SC250 disburses the final funds to the Applicant. If the Applicant does not spend the full application budget amount and the grant final report including receipts reflect this, the Applicant understands that SC250 will not disperse the full 20% remaining funds if not needed.

Certification

The individual listed below certifies acceptance of all the above conditions. Application will not be accepted without these Assurances.

Applicants will also be expected to demonstrate a satisfactory record of integrity, sound judgment, and satisfactory prior performance on grants and contracts. Applicants are expected to have adequate accounting and auditing procedures to include (but not limited to) annual independent financial statement audit and a separate person reconciling bank accounts than grants check, makes deposits, and makes withdrawals.

To the best of my knowledge, this application constitutes a legitimate grant request and contains correct and accurate information.: Yes ▾

Authorized Official:

First Name: Last Name:

Organization:

Title: Date:

For Government Applicants:

Best Practice: For all government applicants, SC250 feels it is best practice to make sure that the chief elected official for a governmental entity knows about the grant application and feel comfortable with these assurances and certifications. Once the official agreed, document his/her information below.

Chief Elected Official
(if different from Authorized Official above):

First Name: Last Name:

Governmental Entity:

Title: Date:

[Save Form](#)

- Local Governments who are applying should include their chief elected official’s digital “signature” as well.
- Click **Save Form** Button – remember the system does not autosave.
- You can move to the next form/component but clicking on the Suppor Tab or you can also scroll to the bottom and click the **Next** Button.

Support Materials

- See each Grant for specific required and suggested support materials. For example, County 250 Organizing Grants require the upload of your Contact Sheet and Documentation of Approved Resolution by your County Council.
 - Click on each Named Attachment to upload.
 - While the system will accept Word, Excel, and JPG formats as upload, **a PDF format is preferred for all documents.**
 - Please separate attachments. Do not submit one scan of all documents.
 - Note: The check marks mean that a support material is required for all grant types. It does NOT mean that the section is complete. Remember to check your grant type for additional required attachments.

Support Materials - Named Attachments

Contact Spreadsheet:
Project Sponsor staff/members who would like to be added to SC250 newsletter, etc.
VIPs to keep in the loop (Local Media, Elected Officials, Volunteers, Donors, etc.)
Consultant resume, sample works and/or request for proposal:
If planning on using grant funds to pay a consultant, submit resume and/or sample works of consultant if already selected.
REQUEST FOR PROPOSAL (RFP) if not.

Named Attachment	Required	Description	File Name 🔗	Type	Size	Upload Date	Delete?
Contact spreadsheet							
Documentation of resolution from your SC County creating your County 250 Committee							
Consultant resume							
Consultant sample works							
Request for proposal (RFP)							

Last Edited By: SC250 Tester - Feb 17, 2022 4:33 PM

Additional Supporting Documentation - Other Attachments + Add New Attachment

Any other documents that support your request. Applicants are encouraged to submit early and/or contact SC250 to discuss.

Description	File Name 🔗	Type	Size	Upload Date	Delete
No files attached.					

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← Previous
Next →

- **Named Attachments:** See each Grant for specific required and suggested support materials. For example, County 250 Organizing Grants require the upload of your Contact Sheet and Documentation of Approved Resolution by your County Council. All grants require documentation from the Fiscal Agent (W-9, adopted budget for this fiscal year, operating financial statement from last fiscal year). Non-profits have additional required documents (501c3 letter, Secretary of State Registration letter, list of Board members, Mission statement).
- While not required, all applicants should reach out to their County 250 Committee for a letter of support. If the applicant is the County 250 Committee or its Fiscal Agent you can leave that section blank. Those out of state should just attach something saying such.
- **Pro Tip:** You will find a **sample resolution** and a **sample contact sheet excel spreadsheet** and other relevant documents at SouthCarolina250.com and on the **Attachments section of the Funding Opportunity Description** in WebGrants. Make sure to scroll to the bottom.

Funding Opportunities >

Applications >

Grants >

My Profile >

Grant Distribution:

All funding will be distributed up front with clearly defined deliverables and timeline.

Attachments

Description	File Name	Type	Size	Upload Date
Sample Contact Information Spreadsheet - Please complete and return with grant.	Contact Information Spreadsheet.xlsx	xlsx	102 KB	02/07/2022 01:49 PM
Use this sample resolution to work with your County Council.	Sample County 250 Resolution Updated 2-7-22.docx	docx	13 KB	02/07/2022 01:59 PM

Website Links

Description	Link
SC250 Commission Website	https://www.southcarolina250.com/
SC Procurement	https://procurement.sc.gov/

Questions

Submitted Date	Question	Answer
Feb 3, 2022 10:58 AM	Ask my question	Here is my answer

- **Additional Supporting Documentation** such as letters that confirm scholar participation, letters of support, resumes and/ or copies of sample materials, examples of film work, past promotional efforts, etc. Letters of support can be included and should clearly describe the benefits the project will offer your community and the writer should be involved / supportive of

the endeavor.

- Note: if your project involves a public school Proposals must document the support of all appropriate administrative persons and/or groups and the project must have a clear relationship to the American Revolution in SC, whether it is extracurricular or incorporated into the established curriculum. The project should have potential ramifications for more than one kind of audience, though the targeted audience may be students, teachers, parents, or any combination of these.
- Note: if your project is a documentary film Examples of media work may be in either DVD or online formats. SC250 will return support material upon request. SC250 will fund the following documentary activities: pre-production, scripting, production, and editing or post-production outreach and evaluation (including discussion groups, classroom use, printed ancillary materials, and study guides).
- The following documentation must accompany media proposals:
 - Vitae and credentials of all principal media personnel. Samples of previous work should be included with the proposals for review.
 - Letters of commitment from media participants, production personnel, and distribution sources (commitment to broadcast).
 - A statement that all rights to subject materials will be secured and for what period.
 - A proposed treatment for scripting and production grants.
 - Realistic production calendar.
 - Production budget that includes funds for sufficient production liability insurance and errors and omissions insurance.
 - A plan for raising all production funds. (SC250 funds will not be released until Project Sponsor has satisfied staff that sufficient funds have been produced and that qualified production personnel is in place.)
- Click **Save Form** Button – remember the system does not autosave.
- You can move to the next form/component but clicking on the Budget Tab or you can also scroll to the bottom and click the **Next** Button.

The screenshot shows the 'Budget' tab selected in the application. The main content area displays the 'Personnel Breakdown - Multi-List' section. It features a table with the following headers: 'Category', 'Expenditure Item', 'Description', and '250 Grant Requested Amount'. The table body is empty, showing 'No Data for Table'. There are 'Add Row' buttons at the top right and bottom right of the table. The bottom of the page indicates 'Last Edited By: SC250 Tester - Feb 17, 2022 10:07 AM' and another 'Add Row' button.

Budget

- Please include as much detail as available for your budget.
- **Budget Best Practices:**
 - Not all budget categories may be compatible with your grant type. Feel free to skip a section. For example: we do not expect to see land acquisition in the County 250 Organizing Grants.
 - If the grant request amount is part of a larger budget, please only include SC250 funding requests in each breakdown section.
 - Make sure to not exceed the total amount available for this grant type in the breakdown SC250 request sections. This up to amount is listed on the Funding Opportunity main page or can be found at SouthCarolina250.com. For the County 250 Organizing Grants, the SC250 Requested Amount must total \$3000 exactly. (However, the total budget could be larger if you have additional funding from other sources. If there are any additional

- funds in your total budget, document them in the Cost Share / Matching Funds section.)
 - Does your grant require a match? Checking out the main Funding Opportunity page for your grant type or visit [SouthCarolina250.com](https://southcarolina250.com).
 - If your grant does require a match, remember that the percentage is part of the total budget not 20% or 25% of your ask. It can exceed the required amount.
 - In-kind match can be documented to show support, however, it cannot be used in the formal match amount.
 - Personnel refers to staffing, while contractual refer to any person you are hiring for a specific task.
 - Administrative staffing should represent no more than 20% of the budget request.
- Feel free to contact SC250 with questions at hhawkins@southcarolina250.com.
- Click the **+ Add Row** Button in each section to add line items:

Personnel Breakdown

Category: Staff

Expenditure Item: Salaries or Fees

Description: Museum Manager

250 Grant Requested Amount: \$300.00

Buttons: Delete Row, Save Row, Save Row

- Personnel (staff hours if applicable – no more than 20% of ask)
 - Supplies/Materials
 - Equipment
 - Contractual (hired for service)
 - Acquisition
 - Other
- It will take to back to the top when you click the **Save Row** Button.
- As you add items, it will update your total for the section.

Marketing Breakdown - Multi-List

Expenditure Item	Description	250 Grant Requested Amount
Flyers/Posters	flyers sent home to students K-5	\$100.00
Flyers/Posters	posters to pre-schools and pediatricians	\$50.00
Social Media / Online Advertising	social media targeting families in the area	\$150.00
		\$300.00

Buttons: Mark as Complete, Add Row, Add Row

Last Edited By: SC250 Tester - Feb 17, 2022 5:25 PM

Marketing Budget

Marketing Total: \$300.00

Buttons: Mark as Complete

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- Other budget guidelines:
 - Please review your fiscal agent's Procurement standards regarding grant funds and the Assurances & Certifications section of this application. If your fiscal agent doesn't have a written procurement policy, SC250 encourages applicants to follow state procurement policies. For basics visit <https://southcarolina250.com/sc250grants/grant-recipient-guidance/>.
 - SC250-funded programs should aspire to be free and open to the public, however, if a registration fee is necessary, this should be modest, and the intended use must be given in an explanatory budget note. Intended income from registration fees should be listed as "Cash

Cost-Share”.

3. Administrative costs should be limited and never exceed 10% of the grant ask. Administrative costs can be included in cost-share/matching amounts. Benefits may not be included. Show the period of time, the rate of pay, or the percent of salary committed to the project. If the rate of pay will exceed \$25.47/hr, please review with SC250 first.
4. Honoraria for program participants depend upon individual qualifications and roles. Amounts typically range from \$250 - \$500 per day. Note that each individual to receive grant funds and provide cost-share time must be identified in the breakdown.
5. Attach quotes and brief resumes from consultants in your support material.
6. Travel costs should be limited in the budget but may include:
 - a. \$35 per diem for meals.
 - b. Staff and program participants in private vehicles is reimbursable at .655 cents per mile.
 - c. Airfare is an allowable grant expense; however, international flights are likely not to be fully funded.
 - d. Lodging is reimbursable at actual cost.
 - e. Project Sponsors are expected to keep such costs within reasonable limits.
7. Estimate costs of postage, telephone, and supplies, itemizing only major categories. Meeting space and equipment are usually provided as in-kind cost share; cost of rental may be requested if necessary. Itemize costs of materials to be used for the program itself, including hand-outs, rental films, non-permanent exhibit components, equipment for recording major presentations, etc.
8. Itemize costs of promotional brochures, posters, media advertising, etc., giving quantities and rates.
9. The sponsoring organization must maintain financial records (including canceled checks, invoices, statements, receipts, and affidavits for services from volunteers) for copies to be included in the final report but also originals should be maintained in archives for at least three years in the event such records are required for an audit.

Cost Share / Matching Funds Breakdown

- **Some grants like the County 250 Organizing Grants do not require a match.** However, if the project is part of a larger project/budget please show the additional funds in the Cost Share/Matching Funds Breakdown. Major Grants require 20% match (percent of total budget). Premier Project Grants require 25% match (percent of total budget).
- **Budget breakdown sections (Personnel, Supplies/Materials, Equipment, Contractual, Acquisition, Other Expenses) are for dollars requested from SC250 only.** If part of a larger budget, any match can be noted by Match Source in the last section called Cost share/Matching Funds Breakdown.
- Remember the max amount of SC250 Funding allowed for each Grant. For example, your County 250 Organizing Grant application total budget may exceed \$3,000 if you include matching funds from other sources. However, **your Total SC250 Requested Amount in a County 250 Organizing Grant must be exactly \$3,000.**
- For grants with a required match:
 - In-kind is not allowed for a required match.

Mark Each Component Complete

App List Genera Cover Narrat Assura Suppor Budget

Cover Sheet - Current Version

Project Information

Amount Requested: \$0.00

Please note that all applicants must be located in South Carolina unless you are an individual or organization working on research and/or a publication that specifically pertains to the American Revolution in SC.

Are you located in SC?:

Please note that only those able to say yes their project specifically (not tangentially) pertains to the American Revolution in SC should proceed.

Does your project specifically pertain to the American Revolution in SC?:

Applicant Type

What type of applicant are you?

Mark as Complete Edit Form

- Make sure to Mark each Form/Component as Complete. You will not be able to submit your application until each form is Marked as Complete.

Application Preview Alert History Map

Application Details

Preview Applications Ask a Question Withdraw

Applications cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2022 2:08 PM - SC250 Tester
Cover Sheet	✓	Feb 17, 2022 3:20 PM - SC250 Tester
Narrative	✓	Feb 17, 2022 4:08 PM - SC250 Tester
Assurances & Certifications	✓	Feb 17, 2022 4:33 PM - SC250 Tester
Support Materials	✓	Feb 17, 2022 4:33 PM - SC250 Tester
Budget		Feb 17, 2022 5:38 PM - SC250 Tester

- Once you have completed the entire application and marked all forms complete, your application is ready to submit. You will notice that your header has turned green.

Application Preview Alert History Map

Application Details

Preview Applications Submit Applications Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2022 2:08 PM - SC250 Tester
Cover Sheet	✓	Feb 17, 2022 3:20 PM - SC250 Tester
Narrative	✓	Feb 17, 2022 4:08 PM - SC250 Tester
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Support Materials	✓	Feb 17, 2022 4:33 PM - SC250 Tester
Budget	✓	Feb 17, 2022 5:38 PM - SC250 Tester

Submitting the Completed Application

- Make sure that you have everything included because once you submit you can no longer edit your application, without having it reopened by SC250.
- Ready! Click the **Submit Application** Button.
- You will receive a pop-up confirmation informing you that once you click the **Submit** Button. **Again, please note that after submission the system will no longer let you edit the application.**



- If ready, click **Submit**.
- The system will take you back to your Current Applications listing and will show you your submitted application.

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

Current Applications Archived Applications

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
547	Editing	Pre-Application	Application 547	Smith Corporation	TEST-Test Program Area	105-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
548	Editing	Pre-Application	Application	Smith Corporation	TEST-Test Program Area	105-Test Funding Opportunity (Posted)	Pre-Application Deadline not Applicable
549	Submitted	Final Application	Application	Smith Corporation	TEST-Test Program Area	528-New Final App FO 3-6-20 - Cassie (Posted)	Dec 31, 2021 2:14 PM

Showing 1 to 3 of 3 entries

Printing the Submitted Application

- Click on your application in 'Submitted' status.
- Click 'Print' on your top menu and select 'Send to Printer'
- **Pro Tip:** Print to PDF Portrait, save to file, then print. This keeps the form from running off the page.
- When finished, click on 'Log Out'.

Grant Review

- As every official County 250 Committee is eligible for one organizing grant, the application will be approved by the SC250 Executive Director upon receipt of appropriate documentation and agreed-upon Deliverables for the Final Report.
- All other grants will be reviewed by a panel and the appropriate level of staff/commissioners based on request amount.
- No work on the project should start until an official award letter is sent.
- **Pro Tip:** Plan ahead so there is plenty of time between application and the start of your project as due diligence review may take extra time. SC250 may "negotiate" your grant by asking for more information on one section or more.

Questions

- SC250 encourages applicants to reach out in advance of deadlines with questions:
 - Web Grant **Ask A Question** Button.
 - info@SouthCarolina250.com
 - 803-898-3392