

SC American Revolution Sestercentennial Commission (SC250)

Congratulations, Grantee! You have been awarded a grant from SC250. To make it official, you must "sign" the grant agreement/contract in the Discover SC Web Grants system. You should receive an email letting you know that your grant was in Underway status. It should have looked something like this.

**** Do Not Respond to This Email ****

Dear Heather Hawkins Tester,

The following Grant has changed to Underway status:

Number: 22FY1539

Name: Baxley County Phase Two Marker Program

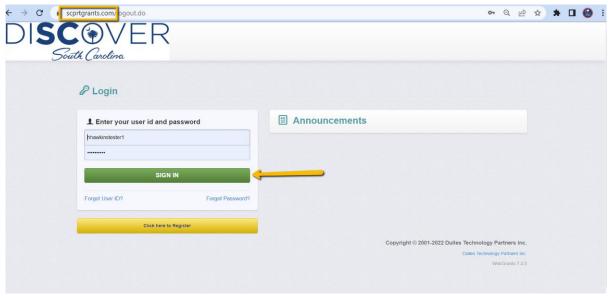
Program Area: SC American Revolution Sestercentennial Commission

To view your grant, after logging in click on "My Grants".

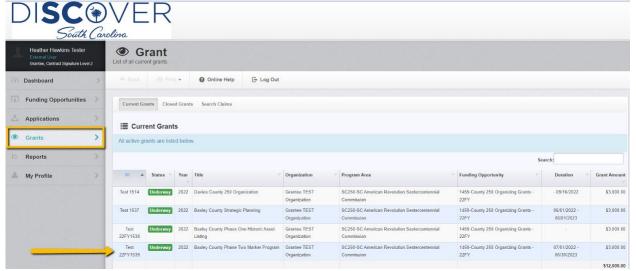
If you have any questions please contact the grant program staff.

You may now log into the WebGrants system at the following location: https://scprtgrants.com

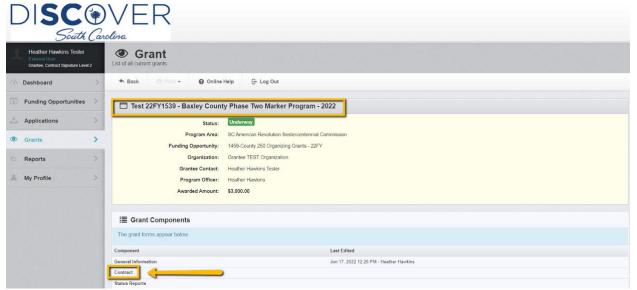
Below are the steps for signing your Grant Agreement/Contract



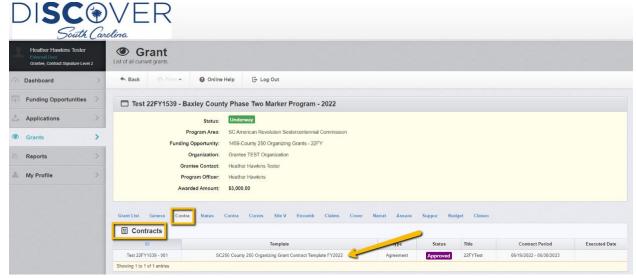
1) Sign into Discover SC Web Grants at www.scprtgrants.com. Note: The person signing the grant agreement should be the authorized individual from the Fiscal Agent. This person should have been added to the system (User ID is usually first initial last name 1). If this person has never signed in before, they will need to click Forgot Password and reset their password first.



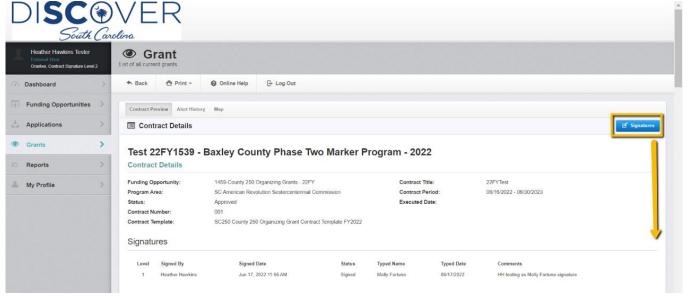
2) Once in the system, click on the Grants tab on the left panel. Then select the grant that corresponds with the number and name/title listed in the email.



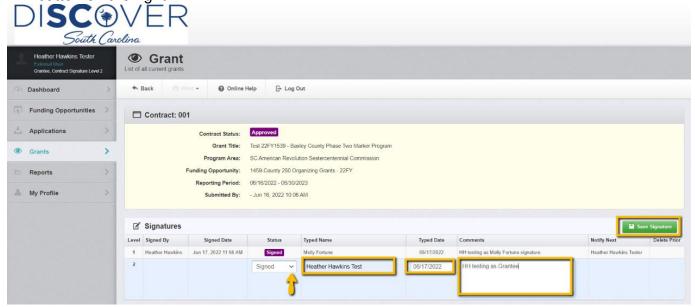
3) Your grant number and title should now appear at the top of the screen. Under Grant Components, click on contract.



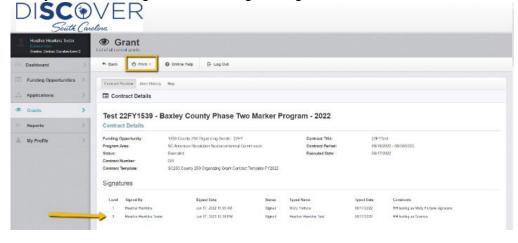
4) You should now be in the contract tab of the grant. Click anywhere on the line with the contact template information.



5) You should now see the grant agreement/contract. Please review by scrolling all the way to the bottom. When ready to sign, return to the top of the screen and click the green signature button on the right.



6) Under Status, select signed from the drop down. Type your name in the next section to verify it is you. Select the date. Leave any comments in the next block. Click on save signature. This is your official signature of the grant agreement.



7) You can now print a hard copy of the contract for your records or print to pdf for your electronic files. Your "signature" should now show up on the document. The Coordinator will now create a voucher for SCDAH Admin and Finance to begin processing your claim. Congrats!