



## 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](http://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.

**DISCOVER South Carolina**

Heather Hawkins Testler  
External User  
Grantee, Contract Signature Level 2

**Grant**  
List of all current grants

Dashboard | Funding Opportunities | Applications | **Grants** | Reports | My Profile

Current Grants | Closed Grants | Search Claims

**Current Grants**  
All active grants are listed below

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
Test 1514	Underway	2022	Davies County 250 Organization	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1459-County 250 Organizing Grants - 22FY	09/16/2022	\$3,000.00
Test 1537	Underway	2022	Baxley County Strategic Planning	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1459-County 250 Organizing Grants - 22FY	06/01/2022 - 06/01/2023	\$3,000.00
Test 22FY1538	Underway	2022	Baxley County Phase One Historic Asset Listing	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1459-County 250 Organizing Grants - 22FY		\$3,000.00
Test 22FY1539	Underway	2022	Baxley County Phase Two Marker Program	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1459-County 250 Organizing Grants - 22FY	07/01/2022 - 06/30/2023	\$3,000.00
								\$12,000.00

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.

**DISCOVER South Carolina**

Heather Hawkins Testler  
External User  
Grantee, Contract Signature Level 2

**Grant**  
List of all current grants

Dashboard | Funding Opportunities | Applications | Grants | Reports | My Profile

**Test 22FY1539 - Baxley County Phase Two Marker Program - 2022**

Status: Underway

Program Area: SC American Revolution Sestercentennial Commission

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

Organization: Grantee TEST Organization

Grantee Contact: Heather Hawkins Testler

Program Officer: Heather Hawkins

Awarded Amount: \$3,000.00

**Grant Components**  
The grant forms appear below

Component	Last Edited
General Information	Jun 17, 2022 12:26 PM - Heather Hawkins
<b>Contract</b>	
Status Reports	

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

**DISCOVER South Carolina**

Heather Hawkins Testler  
External User  
Grantee, Contract Signature Level 2

**Grant**  
List of all current grants

Dashboard | Funding Opportunities | Applications | Grants | Reports | My Profile

**Test 22FY1539 - Baxley County Phase Two Marker Program - 2022**

Status: Underway

Program Area: SC American Revolution Sestercentennial Commission

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

Organization: Grantee TEST Organization

Grantee Contact: Heather Hawkins Testler

Program Officer: Heather Hawkins

Awarded Amount: \$3,000.00

Grant List | Genera | **Contra** | Status | Contra | Corres | Site V | Encumb | Claims | Cover | Narrat | Assura | Support | Budget | Closeo

**Contracts**

ID	Template	Type	Status	Title	Contract Period	Executed Date
Test 22FY1539 - 001	SC250 County 250 Organizing Grant Contract Template FY2022	Agreement	Approved	22FYTest	06/16/2022 - 06/30/2023	

Showing 1 to 1 of 1 entries

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

**Grant**  
List of all current grants

Contract: 001

**Contract Details**

**Test 22FY1539 - Baxley County Phase Two Marker Program - 2022**

**Contract Details**

Funding Opportunity: 1459-County 250 Organizing Grants - 22FY  
 Program Area: SC American Revolution Sestercentennial Commission  
 Status: Approved  
 Contract Number: 001  
 Contract Template: SC250 County 250 Organizing Grant Contract Template FY2022

Contract Title: 22FYTest  
 Contract Period: 08/18/2022 - 08/30/2023  
 Executed Date:

**Signatures**

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
1	Heather Hawkins	Jun 17, 2022 11:56 AM	Signed	Molly Fortune	06/17/2022	HH testing as Molly Fortune signature

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.

**Grant**  
List of all current grants

Contract: 001

Contract Status: **Approved**

Grant Title: Test 22FY1539 - Baxley County Phase Two Marker Program  
 Program Area: SC American Revolution Sestercentennial Commission  
 Funding Opportunity: 1459-County 250 Organizing Grants - 22FY  
 Reporting Period: 06/18/2022 - 08/30/2023  
 Submitted By: - Jun 16, 2022 10:06 AM

**Signatures**

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1	Heather Hawkins	Jun 17, 2022 11:56 AM	Signed	Molly Fortune	06/17/2022	HH testing as Molly Fortune signature	Heather Hawkins Tester	
2			Signed	Heather Hawkins Test	06/17/2022	HH testing as Grante		

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.

**Grant**  
List of all current grants

Contract: 001

**Contract Details**

**Test 22FY1539 - Baxley County Phase Two Marker Program - 2022**

**Contract Details**

Funding Opportunity: 1459-County 250 Organizing Grants - 22FY  
 Program Area: SC American Revolution Sestercentennial Commission  
 Status: Executed  
 Contract Number: 001  
 Contract Template: SC250 County 250 Organizing Grant Contract Template FY2022

Contract Title: 22FYTest  
 Contract Period: 08/18/2022 - 08/30/2023  
 Executed Date: 06/17/2022

**Signatures**

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
1	Heather Hawkins	Jun 17, 2022 11:56 AM	Signed	Molly Fortune	06/17/2022	HH testing as Molly Fortune signature
2	Heather Hawkins Tester	Jun 17, 2022 12:38 PM	Signed	Heather Hawkins Test	06/17/2022	HH testing as Grante

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 SCDHAH Admin and Finance to begin processing your claim. Congrats!