GUIDANCE for COUNTY 250 COMMITTEES

Providing support to each SC county to achieve a successful campaign to connect the world to the history, places, principles, people, and events of the American Revolution in South Carolina



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Welcome

The SC American Revolution Sestercentennial Commission (SC250) wants to spark each County in South Carolina to find what makes their role in the American Revolution so integral. Thank you for taking on this challenge—no, this opportunity!

This handbook is meant for guidance. SC250 encourages your Committee to make it your own. **The personal is powerful**. While it may have been 250 years ago, these stories remind us of the beautiful aspirations of our forefathers, shine a light on how some things haven't changed, and challenge us to be engaged in our America.

Did You Know?

On July 6, 1774 South Carolina formed an independent government even before the first shots of the Revolution were fired. The General Meeting elected a Committee of 99 [15 merchants, 15 artisans and 69 planters] that became the defacto government. This body was called the Committee of 99.



SC250

SC American Revolution Sestercentennial Commisson

Mission

To celebrate and promote South Carolina's role in the American Revolution by educating, engaging, and inspiring South Carolinians and visitors.

Goals

- Discover and celebrate SC's Revolutionary Era, its significant people, places, principals, and events.
- Interpret, preserve, and make accessible Revolutionary scholarship and sites.
- Educate South Carolinians and the world about SC's roles in the American Revolution.
- Support and promote research and cultural heritage tourism telling SC's stories from many points of view.
- Support and promote local 250th anniversary events, arts, preservation, heritage tourism infrastructure, and corresponding economic development.

Statutory Partners

- South Carolina Department of Parks, Recreation, & Tourism | scprt.com
- South Carolina Department of Archives and History | <u>scdah.sc.gov</u>
- South Carolina Battleground Preservation Trust (SCBPT) | schattlegroundtrust.org



Visit TheLibertyTrail.org or download the app today!

THE LIBERTY TRAIL—
DEVELOPED THROUGH A
PARTNERSHIP BETWEEN
THE AMERICAN BATTLEFIELD
TRUST AND THE SOUTH
CAROLINA BATTLEGROUND
PRESERVATION TRUST—
CONNECTS BATTLEFIELDS
ACROSS SOUTH CAROLINA
AND TELLS THE CAPTIVATING
AND INSPIRING STORIES
OF THIS TRANSFORMATIVE
CHAPTER OF AMERICAN
HISTORY.





SC250

Tell a More Complete Story

Be intentionally inclusive. SC American Revolution Sestercentennial Commission (SC250) is dedicated to telling a more complete story, to sharing the voices that were often left out of the textbooks. Below are some topics and tools to help your County 250 Committee share this goal.

SC African American Heritage Commission

This organization is producing materials and is open to consultation for SC 250 Committees.

LEARN MORE

American Indian and Alaska Native Culture Card

LEARN MORE

Women & Children / Loyalists

See Resources and Best Practices (listed on the right) available on our website.

LEARN MORE

Catawba Nation

The Catawba Nation Cultural Center is open to working with County 250 Committees. Contact the Cultural Center at catawbaprograms@gmail.com or call 803-328-7370 for more information about consultations and/or programs.

Eastern Band of the Cherokee Indians

The Museum of the Cherokee Indian, located in Cherokee, NC is open to advising County 250 Committees. Contact the Museum at dakota.brown@mci.org for more information.

Museum of the Cherokee in South Carolina

This Walhalla-based museum is open to advising County 250 Committees. Contact the Museum at mcscinfo12@gmail.com for more information.

Resources and Best Practices

VIEW AN EXPANSIVE LIST OF RESOURCES WE OFFER ON OUR WEBSITE IN ADDITION TO THESE.

LEARN MORE

VISIT

<u>SouthCarolina250.com</u> > Get Involved > County 250 Committee>

Telling a More Complete Story



Your County 250 Committee

Why?

Though the American Revolution began in the North, it was won in the South. South Carolina boasts over 400 battles, skirmishes, and bloodshed that ultimately led to the British surrender. This is in addition to what the everyday residents, workers, indigenous, and enslaved witnessed. Each community knows its own stories and how best to tell them.

When?

Now! The SC250 Commission has chosen the years 1770-1783 (2020-2033) as the anniversary years. Why? This takes us from when many of the seeds of the conflict began to fester, after the French and Indian War, and when the when Great Britain recognized the independence of South Carolina and the other colonies in the Treaties of Paris, which officially ended the war.

There should definitely be fireworks on July 4, 2026, but so much more. Did you know the first official bloodshed outside of New England took place at Ninety Six, SC in 1775? The famous battle at Fort Sullivan (renamed Moultrie) in which South Carolina patriots completely defeated British forces attacking Charleston took place the month before the Declaration was signed. Many of the known stories and actions in SC didn't take place until The Southern Campaigns 1779-1782 so there are many years of celebrations to come.

TRAVELER'S REST

DICEY LANGSTON WAS
A YOUNG TEENAGE
PATROIT GIRL WHO WAS
ABLE TO MOVE ABOUT
THE COUNTRYSIDE,
SPY AND SAVE MANY
PATRIOT LIVES.

NINETY SIX

FIRST OFFICIAL
BLOODSHED OUTSIDE OF
NEW ENGLAND

SULLIVANS ISLAND
THE BATTLE AT FORT

SULLIVAN TOOK PLACE
THE MONTH BEFORE
THE DECLARATION WAS
SIGNED.



DMPLE	1.	Verify Whether or Not Your County Already Has A Committee SC250 would like there to be only one "official" SC250 Committee in each county. To see if a group has	Help Wanted!
		already formed in your county, visit <u>SouthCarolina250.com</u> and/or check with your county administration.	LET US HELP YOU RECRUIT. AS SOON AS YOU START
П	2.	Reach out to SC250	GATHERING YOUR STAKEHOLDERS, EMAIL
		One of the Commissioners or the Executive Director would love to meet with your initial group to review	SC250 A PUBLIC EXTERNAL
		these suggestions and help with the conceptualization of the Committee as well as later appear before the	CONTACT.
		County Council if desired.	
			THIS PERSON OR
	3.	Gather Your County's Stakeholders	ORGANIZATION WILL BE LISTED ON THE SC250
		Here are our suggestions for best practices to help get you started:	WEBSITE SO VOLUNTEERS
		A. Form a Coalition with existing Historic & Heritage, Tourism, and Economic Development Groups in	CAN FIND YOU.
		Your Community	SEND US YOUR>
		As we are asking for one group per county, it is going to be imperative that the County 250	COUNTY
		Committee has representatives from all local historic and cultural organizations. They are your base.	EXTERNAL CONTACT
		Get more things done together.	CONTACT PHONE NUMBER CONTACT EMAIL
		Take Note: What groups come to mind that you can reach out to for collaboration?	_



OMPLETE 3.		Be Intentionally Inclusive The first step in making sure that all stories are told, even those often traditionally left out of textbooks like those of African Americans, Native Americans, Women & Children, and Loyalists. Remember sections of your community that may not have been as large in the 1700s, such as our	NOTES
		Latinx and Asian communities. Celebrating America is something that can unite us all, and you can be intentionally inclusive when forming your committee (See p.17, Tell A More Complete Story)	
		Take Note: Who do you know that could lend their voice to your committee?	
	□ C.	Diversify Skill Sets Yes, gather your historians (we love historians) but also find people with other skills such as marketing gurus, business people, community advocates, artists, local media members, tourism and economica developemnt, recreation fans, influencers, college social media majors, local elected officials, and more.	
		Take Note: Who do you know that could lend their unique skills to your committee?	



OMPLETE		
		NOTES
	As we are asking there to be only one official group per county, don't forget to include members from all townships in your county and even the rural sections of your county. That is often where the stories, action, or sites took place.	
	Take Note: What areas should be considered? What contacts do you have within these areas?	
4. Cı	reate Your List of Contacts (see Appendix A on p.20)	
	A. Primary Contacts	
	 You will need an Internal Contact to serve as your point person between SC250 and your 	
	committee. SC250 will communicate directly with your Internal Contact to share County 250 udpates.	
	 You will also need an External Contact who will interact with the Public and report back to the 	
	County 250th Committee. Because of this, the External Contact's preferred contact information will need to be available publicly on the SC250 website.	
	 Your Internal Contact and External Contact can be the same person if they're willing to serve both 	
	roles, or this can be filled by two different people. In addition, your External Contact can also be	
	an organization (like your local museum or other organization), a county admin (with permission),	
	or even a generic email address a committee member agrees to monitor.	
	 Please be sure to designate these roles appropriately when submitting your Contact List. 	



OMPLETE	Croat	e Your List of Contacts (continued)	
		Committee Members A sample spreadsheet is available to download or navigate to here in the sidebar. • Be sure to collect information from your entire committee. • Let all parties know they will be subscribed to the SC250 eNewsletter. They can unsubscribe at any time.	Sample Spreadsheet DOWNLOAD OUR SAMPLE SPREADSHEET TO HELP YOU GET STARTED. YOUR CONTACT LIST WILL BE REQUIRED WHEN APPLYING FOR SC250 GRANTS. DOWNLOAD HERE VISIT SouthCarolina250.com > Get Involved > County 250 Committee> Item #4
<u> </u>		Your Committee an Official Name e suggesting [County Name] County 250 Committee. However, it is your committee. Take Note: What will be your official name?	



сомріете 6	. Pass a County Resolution (see Appendix B on p.21) Have your county council pass an official resolution supporting the committee. See Appendix B for a sample resolution.	NOTES
	Take Note: Who do you need to contact? How much lead time do they need to accommodate this?	- — — — — — — — — — — — — — — — — — — —
7 .	 Register with SC250 Once steps 1–6 are complete, you can officially register your committee by submitting: Your Contact List (including Primary Contact, Committee, and VIP indications) 	
	Ready to submit? Email your documents to info@SouthCarolina250.com Please use a subject line of "Register Request for [your County Committee Name"]	Remember ONLY ONE 250 COMMITTEE IS ALLOWED PER COUNTY.
<u> </u>	Look for Your Lapel 250 Pins! The first County 250 groups will be sent special 250 lapel pins.	REGISTRATION WILL BE REQUIRED TO APPLY FOR CERTAIN SC250 GRANTS



Organize Your Committee: 3 Steps

**************************************	Decide on a Fiscal Agent		
	This could be your city/county government, local PRT dep Commerce, for example. You will know best how to struct the SC250 Grants county governments may designate gran as the top elected official and county administrator signs	ure this in your community. Remember for many of nt funds to another entity like a non-profit as long	Take Note: After reading through the Roles of the Fiscal Agent, and our suggestions for Fiscal
	What's Required?		Agents, who do you
	A. The fiscal agent will be required to sign the grant	agreement once awarded	think would best serve
	B. Manage All County 250 funds		in this capacity?
	B. Oversee that state procurement rules are followed	d when state funds are used in a purchase or	
	contract. Review online at https://procurement.s	<u>c.gov</u>	
	C. Agree to an audit of funds if deemed necessary		
	D. Provide Fiscal Agent Documents for all SC250 gran	ts including:	
	Contact information	If the applicant or fiscal agent is a	
	₩-9	Non-Profit, we also need the following	
	The adopted budget for the current year	documentation:	
	The most recent operating financial	☐ IRS 501c3 or 501c6 letter	
	statement	Secretary of State Registration letter	_
	 If the Fiscal Agent has just 	List of Board members	
	been established, include some		
	documentation to that fact		

Organize Your Committee: 3 Steps

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2. Apply for a County 250 Organizing Grant

These \$3,000 grants are non-competitive and only require submission of the completed application by the official County 250 Committee.

What's Required?

A. Register for the Discover SC Web Grants Program at scprtgrants.com/index.do.

All SC250 grants must be applied for through this online application program. **Even if you are not ready to apply, you are encouraged to register now,** as you must be approved by an SC 250 Administrator in Web Grants before starting an application.

- B. Decide on a Project from the Approved List
 - ☐ 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.
- C. Be the "officially recognized" 250 Committee for your county. Yay! You completed that on page 10.
- D. Be about the business of celebrating the American Revolution in your County.

Organizing Grant Details

GRANT APPLICATION DEADLINE:

EACH SC250 COMMITTEE IS ELIGIBLE FOR ONE ORGANIZING GRANT. SEE THE WEBSITE FOR ANNUAL DEADLINES.

GRANT AWARD DATE:

GRANTS WILL BE ISSUED
UPON RECEIPT OF APPROVED
DOCUMENTATION.

MATCH OR COST SHARE

REQUIRED: NO

REIMBURSEMENT REQUIRED:

NO. THE GRANT AWARD IS
UPFRONT BUT REQUIRES A
DETAILED DELIVERABLES
REPORT. MONEY WILL BE
DISBURSED ONCE THE
PAPERWORK IS COMPLETED
AND APPROVED BY SC250 STAFE.

A FINAL REPORT WITH CLEAR
DELIVERABLES AND TIMELINE
WILL BE REQUIRED: ONE OF
THOSE DELIVERABLES,
HOWEVER, COULD BE A REPORT
FROM A CONSULTANT WHO
HELPED WITH THE STRATEGIC
PLANNING FOR YOUR GROUP.

For All SC 250 Grants

LEARN MORE



Organize Your Committee: 3 Steps

_	ed. However, specifically, when it comes to short and the needs of your community.	nd long-term goals, you can customize those to		
	Take Note: What will be your County 250's Miss	: What will be your County 250's Mission Statement?		
	Take Note: What are you short-term goals?	Take Note: What are you long-term goals?		

SC 250 Mission Statement

TO CELEBRATE AND PROMOTE SOUTH CAROLINA'S ROLE IN THE AMERICAN REVOLUTION BY EDUCATING, ENGAGING, AND INSPIRING SOUTH CAROLINIANS AND VISITORS.



Plan Your Events

SC American Revolution Sestercentennial Commission (SC250) knows that the personal is powerful and encourages each County 250 Committee to create programming that shares larger themes through local people, places, and stories.

Take Note: What events do you already have in mind?	Take Note: What sample ideas interest you? How could you further personalize each for your county?

Sample Ideas

VIEW A SAMPLE LIST OF IDEAS WE'VE PROVIDED ON OUR WEBSITE, BUT, REMEMBER SC250 ENCOURAGES GROUPS TO BE CREATIVE AND MAKE IT THEIR OWN.

LEARN MORE

VISIT

SouthCarolina250.com >
Get Involved >
County 250 Committee>
Planning Your Events



Review & Market Your Revolutionary Era Assets

While it may have been 250 years ago, these stories remind us of the beautiful aspirations of our forefathers, shine a light on how some things haven't changed, and challenge us to be engaged in our America. With over 400+ battles, skirmishes, and events of bloodshed in South Carolina during the American Revolution, our state had more events than almost any other state. Every county in SC has people, places, ideas, and stories to help share this story. The SC American Revolution Sestercentennial Commission (SC250) encourages each County 250 Committee to rediscover all of the American Revolution assets in their community.

Take Note: Revolutionary Era Places in your area
Take Note: Revolutionary Era Stories in your area

Asset Review

DISCOVER OUR SUGGESTIONS FOR BEST PRACTICES IN HOW TO ASSESS AND SHOWCASE YOUR HISTORIC ASSETS.

LEARN MORE

VISIT:

SouthCarolina250.com >
Get Involved >
County 250 Committee>
American Revolution

Assets in Your County



GUIDANCE

Pro Tips

Visit <u>SouthCarolina250.com</u> > Get Involved > County 250 Committee to learn more about these topics. We offer several resources on our website to help you and your committee.

Running a Meeting

New to running a meeting? We got you.

LEARN MORE

Building a Coaltion

A lot of the work of a local committee is building a coalition and bringing everyone along on the journey. See our tips online for a more in-depth look at what we introduce in Form Your Committee, Step 3 (page 6).

LEARN MORE

Tourism Tips

We've compiled expert marketing inspiration to get you started.

LEARN MORE

Economic Impacts of Tourism

Yes, the 250th anniversary is about inspiring stories and celebrating America, but your County 250 Committee efforts are also about building up economic development through historic tourism.

LEARN MORE

NOTES	



Additional Funding & Fiscal Guidance

SC250 Grants

Keep a watch on the monthly e-newsletter from SC250 and visit our website at <u>SouthCarolina250.com/sc250grants</u> to keep up with new grants being officially launched from SC250.

Other Grants

The South Carolina State Library's Grants Research
Assistance includes general grants and funding information
as well as the SC Foundation Directory. Learn more at
statelibrary.sc.gov/grants-research-assistance.

State Procurement Protocols

Remember that grantees awarded state funds must follow state procurement protocols. Be sure to review all requirements at <u>procurement.sc.gov</u>. Below are some state procurement paperwork basics.

- A. \$0 to \$10,000
 - Invoice (must show correct amount charged and payee)
 - Proof of Payment
- B. \$10,000.01 to \$25,000
 - Three (3) written quotes
 - Invoice
 - Proof of Payment
- C. \$25,000.01 and Up
 - SC Business Opportunity Ad or Copy of Public Advertisement (i.e., Local Newspaper Ad)
 - Bid Specifications (relevant pages only, doesn't have to be the entire package unless specifically requested)

Remember It is more important to find and apply for grants first. You'll need to complete these two registrations below in order to accept grants, but not in order to apply for them, which means you can always complete these steps at a later date.

- Register as a "State Vendor" to be eligible to receive any grant funds. Visit <u>procurement.sc.gov</u> > Doing Business with Us.
- Register with the State Treasurer's Office for ACH Direct Deposit. This greatly speeds up any grant distribution. Visit treasurer.sc.gov/what-we-do/for-businesses/electronic-payment-information.



Additional Commission Assets & Resources

More to Come from SC250

Coming soon to our website at **SouthCarolina250.com**:

Speaker's Bureau | Detailed Historical Timeline | Online Publications | Growing Bibliography | Webinars & How-To Videos

Related Resources

Here are additional organziations and their websites that may help your efforts:

• America250
• SCETV
• The SC State Musuem
• National Society Daughters of the American Revolution
• South Carolina Society of the National Society Daughters of the American Revolution <u>southcarolinansdar.org</u>
• National Society of the Sons of the American Revolution
• South Carolina State Society Sons of the Revolution
• Colonial Dames of America
• National Society of the Colonial Dames of America
• National Society of the Colonial Dames SC
• The National Society Colonial Dames XVII Century
• Children of the American Revolution
• American Battlefield Trust
• The SC Confederate Relic Room & Military Museum
• Society of the Cincinnati
• Southern Campaigns of the American Revolution
• The Southern Campaign 1780
• NPS Southern Campaign of the American Revolution Parks in South Carolina
https://www.nps.gov/ovvi/planyourvisit/southern-campaign-of-the-american-revolution-parks-in-sc.htm



APPENDIX A

Contact List

Download our Sample Spreadsheet >

DOWNLOAD HERE

A. Primary Contacts

- You will need an Internal Contact to serve as your point person between SC250 and your committee. SC250 will communicate directly with your Internal Contact to share County 250 udpates.
- You will also need an External Contact who will interact with the Public and report back to the County 250th Committee. Because of this, the External Contact's preferred contact information will need to be available publicly on the SC250 website.
- Your Internal Contact and External Contact can be the same person if they're willing to serve both roles, or this can be filled by two different people. In addition, your External Contact can also be an organization (like your local museum or other organization), a county admin (with permission), or even a generic email address a committee member agrees to monitor.
- Please be sure to designate these roles when submitting your Contact List.

B. Committee Members

A sample spreadsheet is available to download or navigate to here in the sidebar.

- · Be sure to collect information from your entire committee.
- Let all parties know they will be subscribed to the SC250 eNewsletter. They can unsubscribe at any time.

C. VIPs

Start by asking your local elected officials, celebrities, and media if they are interested in being a part of the committee, but if they are too busy ask them about being on a contact list so they are kept in the loop. While these are countywide committees, do not forget your municipal officials.

Contact Information to Collect

ORGANIZATION	IF YOUR COMMITTEE REPRESENTS AN ORGANIZATION, INCLUDE THAT HERE. OTHERWISE LEAVE BLANK.
FIRST NAME	CAN INCLUDE INITIALS OR MIDDLE NAMES AS NEEDED
LAST NAME	CAN INCLUDE SUFFIXES AS NEEDED
PREFERRED FIRST NAME	HOW CONTACT PERFERS TO BE CALLED
TITLE	IF APPLICABLE
MAILING ADDRESS	STREET ADDRESS OR PO BOX
CITY	
STATE	
ZIP	ONLY 5 DIGITS REQUIRED
COUNTY	SC COUNTY OF RESIDENCE
PHONE NUMBER	THEIR PRIMARY, PREFERRED NUMBER
EMAIL ADDRESS	EACH WILL BE SUBSCRIBED TO OUR SC250 NEWSLETTER. THEY CAN UNSUBSCRIBE.
WEBSITE	IF AN ORGANIZATION, NICE TO INCLUDE
TAG	SEE REGULARLY USED TABS IN SPREAD- SHEET
US HOUSE DIS- TRICT	PLEASE INCLUDE
SC HOUSE DIS- TRICT	PLEASE INCLUDE
SC SENATE DIS- TRICT	PLEASE INCLUDE
COUNTY 250 NAME	YOUR OFFICIAL COUNTY 250 COMMITTEE NAME

APPENDIX B

Sample Resolution

Resolution of [County Name] Supporting the South Carolina American Revolution Sestercentennial Commission and Creating the [County Name] County 250 Committee

Whereas South Carolina created the South Carolina American Revolution Sestercentennial Commission (250th Anniversary Commission also known as SC250);

Whereas the mission of the SC250 Commission is to celebrate and promote South Carolina's role in the American Revolution by educating, engaging, and inspiring South Carolinians and visitors;

Whereas the SC250 Commission is seeking partnerships with counties and municipalities to further its mission;

Whereas this partnership will be formed by creating a local committee called [County Name] County 250 Committee.

Whereas the [County Name] County 250 Committee will focus on important events, people, and places within [County Name] County to celebrate and promote [County Name]'s role in the American Revolution by educating, engaging, and inspiring South Carolinians and visitors;

Whereas local projects (i.e. celebrations, restoration of local historical markers, rebuilding of local historical infrastructure, etc.) will enhance historical tourism opportunities;

Now, therefore be it

RESOLVED, that [Local County Council]:

- 1. Hereby recognizes the [County Name] County 250 Committee as the official committee.
- 2. Will partner with the South Carolina American Revolution Sestercentennial Commission (SC250).
- 3. Will support initiatives by the SC250 Commission and
- 4. Will support the [County Name] County 250 Committee in their local efforts to educate, engage, and inspire South Carolinians and our visitors thereby enhancing historical tourism opportunities in [County Name] County.

Sample Resolution

DOWNLOAD OUR SAMPLE WORD DOCUMENT TO HELP YOU GET STARTED.

THIS RESOLUTION WILL BE REQUIRED WHEN APPLYING FOR SC250 GRANTS THAT ARE LIMITED TO THE OFFICIAL COUNTY 250 COMMITTEE.

LEARN MORE

VISIT

SouthCarolina250.com >
Get Involved >
County 250 Committee>
Item #6