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SC250 offers **Competitive Grants** in the following **Funding Opportunities** / Grant Levels [**Patriot Grants**](https://southcarolina250.com/sc250grants/grant-programs/sc-american-revolution-patriot-grants/)**(up to $15,000),**[**Major Grants**](https://southcarolina250.com/sc250grants/grant-programs/sc-american-revolution-major-grants/)**($15,001 to $125,000), and**[**Premier Project Grants**](https://southcarolina250.com/sc250grants/grant-programs/sc-american-revolution-premier-project-grants/)**($125,001+)**.

Patriot Grants are reviewed monthly with a deadline on the first business day of each month at 3:00 P.M. Major Grants are reviewed quarterly. Premier Grants’ deadlines are also quarterly and will go through two rounds of review including a presentation to the full Commission or Executive Committee.

SC250 Grant Type:

Site Grant Application*All SC250 Grants must be applied for in the Discover SC Web Grants program. This paper version is for applying for a Site Grant type. It is for reference only. Visit the SC250 Grant Tab at SouthCarolina250.com for full grant requirements and regulations.*

## **Cover Sheet** Grant FY Period:

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant/Project Sponsor (Best Practice: Should be Fiscal Agent)**

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip/Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you located in SC?**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?**

**Applicant Type:** Official County 250 Committee / Government / Tribe / Museum / Visitors Center / Chamber of Commerce / College or University / Non-Profit Organization / Other SC Organization / Individual / For Profit with Public-Private Partnership

**Grant Type:** select **Site Grant**

**Fiscal Funding**

**Who will be managing your grant funds?** □ Applicant □ Another Fiscal Agent

**Project Director** (Best Practice: Should be County 250 Representative)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip/Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fiscal Officer** (Responsible Party with Fiscal Agent)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip/Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Can one of the two people listed above make the final decision on spending funds?**

**If no, who can? Authorizing Officer** (if different from above)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip/Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 <https://procurement.sc.gov/doing-biz/registration>

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.

**State Vendor Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Grant Narrative

***Please note that most answers should be 500 characters (not words) or less.***

**Project Summary**

1. **Overall Goal or Purpose:** Please describe the project’s goal or purpose; subject matter or theme. Describe how your vision of your project matches with the SC250 mission “to celebrate and promote South Carolina’s role in the American Revolution by educating, engaging, and inspiring South Carolinians and visitors”? Please consider this your "elevator speech" - just a few sentences to summarize your proposed project.
2. **Revolutionary Era in SC:** 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) in SC. 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.
3. **SC County/Number of Battles & Skirmishes Tier:** 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 have 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.
4. **SC County/Number of Battles & Skirmishes:** 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.
5. **Prior Funding:** Has your organization received funds from SC250 before? If yes, how much and for what?

**Project Detail** Describe the proposed project concisely.

1. **Execution of Plan (Plan for Creation of Panel):** Are these items completed or is your group in the planning phase? Please describe and state stage of completion.
	1. **Choose which type of Site Grant you are requesting:**
		1. Planning – design and due diligence phase
		2. Acquisition – ready to acquire property phase
		3. Development – working on interpretive signs, training staff/volunteers, marketing
		4. Renovation – upgrading existing facility for something like ADA compliance, interpretive signage, etc.
		5. Other – if between phases, please explain
	2. **For Site Grants, please explain the following topics in your execution of plan, another answer on this application, and/or in a master development plan uploaded in the support document application component.** While not required for all phases such as projects asking for planning funding, a master plan of the project from beginning to end is encouraged.
		1. Project Summary question above: What is the vision and proposed use for the land? What uses of the site are envisioned/proposed? Does this investment align with the Commission’s goals?
		2. Revolutionary Era in SC (1770-1783) question above: What evidence do we have for the site’s significant Revolutionary Era in SC (1770-1783) historical importance? For example, pension documents, archaeology, site study, etc. This investigation can be part of your plan if you are asking for planning funding.
		3. Execution of Plan:Who will be responsible for executing the site development plan?
		4. Execution of Plan:Who will own title to the property and protections given by Conservation Easement (with proposed CE’s terms and limitations)?
		5. Execution of Plan:What is the long-term site maintenance plan?
		6. Scholars and Peer Review question below:What is the site’s interpretative plan?
		7. Longevity/Lasting Impact section below:Does this investment have the potential for a 50-year life span?
		8. Participation & Access section below:How and how often will the public have access to this site?
		9. Partnerships question below: Who are the proposed partners in the site and what will each entity bring to the table? How will you document that commitment? How will you structure project accountability?
		10. Timeline section below: What is the project's estimated completion and benchmarks along the way?
		11. Budget component on another tab:When completing the budget component of this application make sure to include the overall budget for site acquisition, developing safe public access, and interpretation if possible.
		12. If the activity is part of a larger project, briefly describe those plans to provide context for how this application satisfies a certain section of a larger endeavor. However, make sure you are clearly defining what deliverables will be the end result of this grant funding if approved. What scope of work is part of this application? Activities funded by grants must retain a focus on the American Revolution in SC and creatively provide for audience involvement or access to materials.
	3. **Other Specific Points to Consider when Writing a Plan for a Site Grant Project:**
		1. Planning
			1. Site Location
			2. Verification of archaeology
			3. Engineering studies and site drawing
			4. MOU development
		2. Acquisition
			1. Site acquisition and contracts
			2. Site design and engineering
			3. Site clearance with DOT
		3. Development
			1. Site interpretation research and signage production
			2. Site marketing
			3. Staff/volunteer training
		4. Renovation
			1. Upgrade of the facilities to meet ADA standards and/or upgrade interpretive signs or facilities
2. **Scholars and Peer Review:** 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?
3. **Promotion:**
	1. Offerdetailed plans for promotion/publicity and estimate the size of the direct audience expected to be touched by your project**.**
	2. Address how you will promote the role of SC250as a funding source for the project.Verbal and print acknowledgment of SC250 is required upon award.
	3. Media projects should offer realistic distribution estimates and should attempt to confirm as well as intended screenings of the final product.

**Deliverables/Impact**

1. **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 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) Panel installed. 2) Companion materials printed and uploaded to the location’s website. 3) Public opening held. 4) Docents trained. 5) Series of related lectures held. 6) A teacher guide was created and field study information was distributed to local schools. If approved, this text will appear in your grant agreement/contract and will need to be documented in your final report.
2. **Measurement of Success:** What matrix will you use to measure success? For example: 1) number of attendees at opening event 2) survey or feedback of participants 3) media coverage 4) social media interaction 5) clicks on website, etc. 6) number of field visits from schools. 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.
3. **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:
	1. Making sure to tell the stories of the historically disenfranchised such as (but not limited to) African Americans, Native Americans, women, and children.
	2. Including in the narrative British and SC Loyalists primary accounts of the bitter SC partisan fighting.
	3. Remembering that each County even those without major battles has its own stories and place in SC Revolutionary War history.
	4. 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.
4. **Participation & Access:** Please describe how the public with be able to participate or have access.
5. **Engagement:** Do you have an engagement plan? Please describe any activities, takeaways, digital materials, etc. that will be sparked by this display.
6. **Longevity/Lasting Impact:** How do you see this state funding have a lasting impact on historic tourism, education, and/or engagement in your community? Could you create a template for this project to share with other organizations?
7. **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. What are they bringing to the table? How will you document that commitment? How will you structure project accountability for each partner’s role? 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.
8. **Planning & Timetable**: Give the timetable for the project, including all major benchmarks, such as compiling mailing lists, promotion, and completing program materials. **\*\*Please note that in order to add a new benchmark you have to save the WebGrants form (which takes you to the top of the page), scroll back to this section at the bottom, and click on add new button.)\*\***

## Assurances & Certifications

**Grant FY Period:**

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsoring Organization / Individual** Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If selected for funding, the Applicant agrees to comply with the following (where applicable) and with all other guidelines, which will be outlined by SC’s American Revolution Sestercentennial Commission (SC250) in the Funding Agreement:

1. **Accuracy:** The Applicant agrees that all info provided herein is accurate.
2. **Funding Subject to Availability:** The Applicant understands and agrees that the disbursement of any Grant Award is subject to the availability of SC250 funds.
3. **Prohibitions Against Discrimination**: Projects must conform to federal regulations prohibiting discrimination on the basis of race, sex, age, or disability. (Title VI, Section 601, Civil Rights Act of 1965; Title IX, Section 901, Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975)
4. **Additional Documentation May Be Needed:** Applicant understands that even if awarded a grant, additional documentation may be required. The applicant is willing to have the necessary and agreed-upon surveys, nominations, plans, drawings, studies, and reports (archeological, engineering, historical, etc.) professionally prepared as required by SC250 and subject to approval by SC250.
5. **Grant Orientation Meeting:** Applicant’s project manager agrees to grant orientation meeting if determined necessary by the grants manager. This can be by Webex.
6. **State Procurement Code:** Applicant will conduct contract and procurement (bidding) actions in a manner that provides for maximum open and free competition in compliance with the fiscal agent’s procurement code. If the fiscal agent does not have a written policy, SC250 suggests following the State Procurement Code. See https://www.southcarolina250.com/sc250grants/grant-recipient-guidance/ & https://procurement.sc.gov/ for guidance.
7. **Consultant Selection:** Applicant agrees that SC250 may be involved in the consultant selection process. SC250 reserves the right to review all proposals, to make recommendations concerning consultant selection, and to approve consultant selection.
8. **Before Work Begins:** Applicant agrees that they may be required to arrange a meeting with the consultant(s) and SC250 staff or Commission members (if determined necessary by SC250 staff) following the hiring of the consultant and prior to the beginning of the project work. The applicant also agrees to attend periodic meetings as needed concerning the project’s progress.
9. **Treatment of Historic Properties:** If applicable, the applicant agrees that all work conducted under the project will be carried out in accordance with the Secretary of the Interior’s Standards and Guidelines for Treatment of Historic Properties. Contact grants staff for a copy or visit <https://www.nps.gov/tps/standards.htm>.
10. **Grant Agreement for Disbursement:** Applicant agrees to sign a Grant Agreement (Contract) with SC250 before the money is disbursed and to follow all state and federal (if any) regulations pertaining to this grant program. **Grant Funds Disbursement:** Applicant understands that SC250 may reserve 20% of the grant award until the final report is approved. The final report will require documentation of all receipts (including for any matching funds), proof of payment, proof of deliverables, etc.
11. **Deliverables & Reporting:** Applicant understands that the Grant Agreement will specify a schedule and due dates for specific products (Deliverables). The grantee will be required to submit a final report 90 days following the completion of the grant terms (ie event held, the new park opened, or paper published, etc.). If this does not precede the end of the fiscal year in which the grant to issued, the grantee will submit a status report no later than May 15 of each year. Additional status updates may be required.
12. **Grant Match (If Required):** If required for their type of grant, the applicant certifies that the matching cash share is available to meet the non-state share of the costs of the project and that state monies will not be used for the match.
13. **Funds Not Used for Lobbying:** Applicant agrees to comply with the provisions of 18 USC 1913, which prohibits lobbying with appropriated funds. Certification and disclosure is required by 43 CFR 18 and 31 USC 1352.
14. **Contracts Not with Suspended or Debarred Persons:** Applicant agrees to comply with Executive Order 12549, and with 43 CFR Part 12, which prohibits contracts with suspended and debarred persons or businesses.
15. **No Work Was Completed Prior to Grant Award/Approval:** Applicant agrees that work for which grant funding is expected to be used will not begin until SC250 issues its official approval. SC250 must approve all project materials (interpretation, museum panels, publications, etc.) prior to production.
16. **Covenant & SCPRT Review of Alterations:** Applicant agrees that a covenant agreement will be executed at the end of the project, to be recorded with the property deed, requiring that the owner receive prior review and approval from South Carolina Parks, Recreation, & Tourism before any subsequent repairs or alterations are made to the building (covenant agreements last 10 to 20 years, depending on the dollar amount of grant).
17. **Intellectual Property:**  SC250 has a royalty-free right to republish any materials produced under this grant. Notice of rights in data; SC250 may publish, reuse, etc. data, including architectural plans & specifications. Data produced will be made available to SC250 including the data relied upon, the analysis relied upon, and the methodology used to gather and analyze the data.
18. **Conflict of Interest:** Applicant will disclose any conflict of interest to SC250 in accordance with 2 CFR 200.112.
19. **SC250 Credit, Logo, or Listing:** The applicant will create a public notification of the project in the form of a project sign, website posting, and proper credit for announcements and publications as appropriate. Signage/notification will be submitted for approval by SC250 in advance.
20. **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.
21. **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.

The Applicant’s signature below (use only the applicable signature area) 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 are not limited to) an annual independent financial statement audit and a separate person reconciling bank accounts who signs checks, makes deposits, and makes withdrawals.

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

**SIGNATURE OF AUTHORIZING OFFICIAL**

Authorized Official, Organization, and Title (i.e., Joe Jones, Mayor; or Bob Smith, City Manager):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**For Local Government Fiscal Agents:** Name of Chief Elected Official (if different from Authorized Official above):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Governmental Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

## Support Materials

**Named Attachments:** The following support materials are required under the County 250 Organizing Grant: (\*Required)

* **Contact Spreadsheet\*** - You will find a **sample contact sheet Excel spreadsheet** at SouthCarolina250.com and on the Attachments section of the Funding Opportunity Description. Make sure to scroll to the bottom.
* **Memorandum of Understanding with Panel Display Location\*** – You will find a sample Location Memorandum of Understanding at SouthCarolina250.com and on the Attachments section of the Funding Opportunity Description (make sure to scroll to the bottom).
* **Fiscal Agent Documentation\***
	+ W-9 (make sure it is signed)
	+ Adopted Budget for the Current Fiscal Year
	+ Operating Financial Statement for the Last Fiscal Year
		- If the Fiscal Agent has just been established, some documentation of that fact
* **If the applicant or fiscal agent is a Non-Profit, we also need the following documentation:\***
	+ IRS 501c3 letter or 501c6 letter, etc. (not EIN letter but non-profit designation letter)
	+ Secretary of State Annual Charity Registration letter (make sure not expired)
	+ List of Board members
	+ Mission of Non-profit
* **If land acquisition is part of the project scope:**
	+ Letter of Intent / Contract
	+ Preliminary Appraisal
	+ A copy of any Easement held on the property
	+ Site map of property/survey
	+ Historical Significance Certification Form
	+ Conflict of Interest Disclosure
	+ SC250 may require additional documentation before the award of the project and/or fund distribution.

**Additional Supporting Documentation:** The applicant can also provide additional documentation such as the graphic design of the panel if completed, 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.

## Grant Application 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 (SC250 Grant Request column). If you have a larger project budget, you can attach in the support document component.
* 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? Check out the main Funding Opportunity page for your grant type or visit SouthCarolina250.com. Even if not required, SC250 highly recommends cost share.
* If your grant does require a match, remember that the percentage is part of the total budget, not 20% or 25% of your ask. Match amount can exceed 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 refers to any person you are hiring for a task.
* Administrative staffing should represent no more than 20% of the budget request.
* Feel free to contact SC250 with questions at hhawkins@southcarolina250.com.

***Personnel =*** *This mainly covers organizational staff members working on the project. Remember that administrative costs should be kept to a minimum – no more than 20% of the ask.*

***Supplies/Materials =*** *This could refer to anything from gravel for a new pull-off to construction paper for a kids’ event.*

***Equipment =*** *This should mainly be rental as state funds should not be used for the purchase of equipment without consulting SC250 in advance.*

***Contractual =*** *This could refer to any contracted service such as a construction company contract to build a pull-off or a graphic artist contract for the design of an interpretive sign.*

***Acquisition =*** *This could be land acquisition or even an easement.*

***Other =*** *Please be as specific as possible when using this category.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditures** | **SC250 Grant Request/Ask** | **In-Kind if any** (not eligible for an official match) | **Match/Cost Share** | **Total**  |
| **A. Personnel**  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **B. Supplies/Materials** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **C. Equipment** |  |  |  |  |
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| **D. Contractual** |  |  |  |  |
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|  |  |  |  |  |
| **E. Acquisition** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **F. Other** |  |  |  |  |
| **TOTALS** |  |  |  |  |