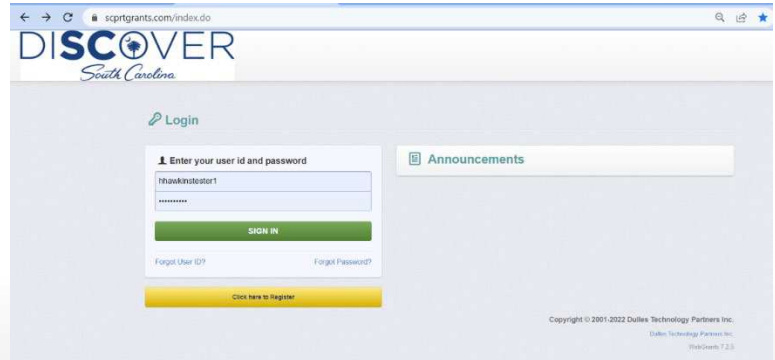


## Submitting a Request for a Contract Amendment (Change to the grant budget allocations, scope, or timeline)

- Sign-in to <https://www.scpgrants.com/>
- Reminder: All required fields are shown with a **Red Asterisk \***.
- **Reminder: THIS SYSTEM DOES NOT AUTO SAVE.**
- Click on the Grants tab on the left panel.
- Select your Grant from the list.



Grant ID	Status	Year	Project Name	Organization	Commission	Grant Details
22FY1607	Underway	2022	Thomson Park Improvements	The Fort Sumter-Fort Moultrie Historical Trust	SC250-SC American Revolution Sestercentennial Commission	1464-SC American Revolution Site Grants: Planning, Acquisition, Development, Maintenance - 22FY
22FY1627	Underway	2022	Jacksonborough	SC Battleground Preservation Trust	SC250-SC American Revolution Sestercentennial Commission	1464-SC American Revolution Site Grants: Planning, Acquisition, Development, Maintenance - 22FY
22FY1642	Underway	2022	Fort Johnson Interpretive Signs	SC Battleground Preservation Trust	SC250-SC American Revolution Sestercentennial Commission	1509-Signage & Markers Grants - 22FY
22FY1673	Underway	2022	Teacher Professional Development Webinar	SC African American Heritage Commission	SC250-SC American Revolution Sestercentennial Commission	1508-Education Grants - 22FY
22FY1680	Underway	2022	CHAPS Marketing for the Liberty Trail portal	Cherokee Historical and Preservation Society	SC250-SC American Revolution Sestercentennial Commission	1461-Local Activities Grants - 22FY
Test 1514	Underway	2022	Davies County 250 Organization	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1459-County 250 Organizing Grants - 22FY
Test 1537	Underway	2022	Baxley County Strategic Planning	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1459-County 250 Organizing Grants - 22FY
Test 1676	Underway	2022	Test Education Grant	Grantee TEST Organization	SC250-SC American Revolution Sestercentennial Commission	1508-Education Grants - 22FY
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
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

- Click on Contract Amendments under the Grant Components



- Click the **+Add Amendment** Button on the Left

Test 22FY1538 - Baxley County Phase One Historic Asset Listing - 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 Tester

Program Officer: Heather Hawkins

Awarded Amount: \$3,000.00

Grant List Genera Contra Status **Contra** Corres Site V Encumb Claims Cover Narrat Assura Suppor Budget

Amendments + Add Amendment

ID	Type	Status	Title	Submitted Date
No data available in table				

- Complete Amendment General Information Form
  - Amendment Type: In the dropdown, select type of amendment:
    - Budget Revision (moving more than 10% of budget allocations). This is not for changing total requested just how the funding is being allocated.
    - Project Revision (deliverables have changed)
    - Contract Extension (timeline has changed and/or asking to exceed fiscal year)
  - Title: Name the Amendment based on request.
- Click **SAVE FORM**

General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status\*:

Amendment Type\*: Budget Revision Other dropdown options: project revision (deliverable change), contract extension (timeline change)

Title\*: Moving funds from marketing to consultant contract

- Under the Components, click on SC 250 Status Report

Amendment: 001

Amendment Status: **Editing**

Grant Title: Test 22FY1538 - Baxley County Phase One Historic Asset Listing

Program Area: SC American Revolution Sestercentennial Commission

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

Reporting Period: -

Amendment Type: Budget Revision

Submitted By: -

Amendment Preview Alert History Map

Amendment Details Preview Amendment

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 3, 2022 11:49 AM - Heather Hawkins Tester
<b>Amendment Form</b>		

- Complete Amendment Justification:
  - Include details of request (for example: dollar amounts of budget allocation adjustments).
  - Explain why you are requesting this change.
- Click **SAVE FORM**

**Amendment Justification**

Comments: During consultant contract negotiation, the amount came back higher than estimate. We request that all \$3000 now go towards consultant fees, thus eliminating the marketing component of our original grant budget.

289 character(s) left

Save Form

- Scroll down to **+Add New Attachment** under Documentation

Amend List | Genera | Amendm

**Amendment Form - Current Version**

**Amendment Justification**

Comments: During consultant contract negotiation, the amount came back higher than estimate. We request that all \$3000 now go towards consultant fees, thus eliminating the marketing component of our original grant budget.

Last Edited By: Heather Hawkins Tester - Aug 3, 2022 11:53 AM

**Attachments - Other Attachments**

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

Last Edited By: Heather Hawkins Tester - Aug 3, 2022 11:53 AM

Previous

- Click on **Select file** and “open” attachment when the folders tab pops up – don’t forget to add a

**Attach File**

Upload File\*: Richardson Davies historian.docx

Description\*: Contract with historical consultant

464 character(s) left

Save File | Cancel

required Description.

- Click **SAVE FILE**
- Click on either **MARK AS COMPLETE** button.

Amend List Genera Amendm

Amendment Form - Current Version

**Amendment Justification** ✓ Mark as Complete Edit Form

Comments:

During consultant contract negotiation, the amount came back higher than estimate. We request that all \$3000 now go towards consultant fees, thus eliminating the marketing component of our original grant budget.

Last Edited By: Heather Hawkins Tester - Aug 3, 2022 11:55 AM Edit Form

**Attachments** - Other Attachments ✓ Mark as Complete + Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
Contract with historical consultant	Richardson Davies historian.docx	docx	20 KB	08/03/2022 11:55 AM	Delete

Last Edited By: Heather Hawkins Tester - Aug 3, 2022 11:55 AM

- Click on **SUBMIT AMENDMENT**

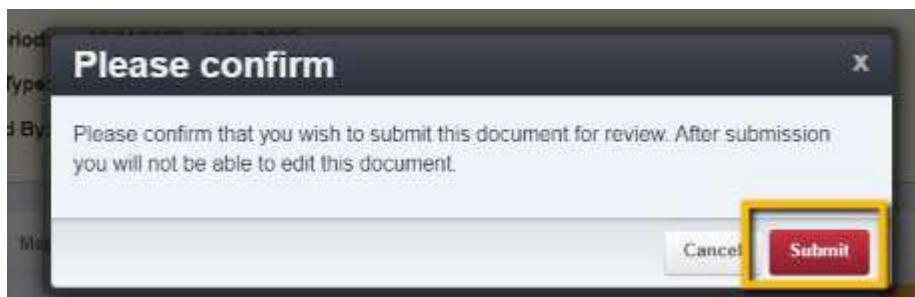
Amendment Preview Alert History Map

**Amendment Details** ✓ Submit Amendment ✗ Withdraw Copy Preview Amendment

• Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 3, 2022 11:49 AM - Heather Hawkins Tester
Amendment Form	✓	Aug 3, 2022 11:55 AM - Heather Hawkins Tester

- If completely ready, click on SUBMIT. Note you cannot edit after you click this submit button.



Thank you for your submission! Sc250 will review your request and confirm approval or send you a “negotiation” with questions by email.