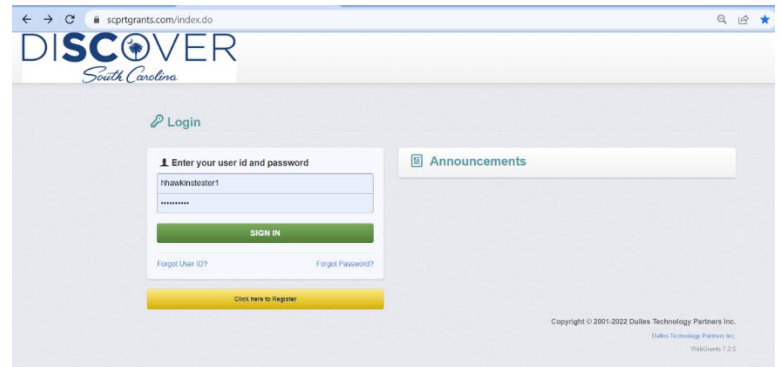




SC American Revolution Sestercentennial Commission Grants on the Discover SC Web Grant Program

Submitting a Final Report

- Please note that these instructions are based on competitive grants with only minor changes in the questions for organizing grants.
- Reminder: All required fields are shown with a **Red Asterisk ***.
- **Reminder: THIS SYSTEM DOES NOT AUTO SAVE.**
- Sign-in to <https://www.scprtgrants.com/>
- Click on the Grants tab on the left panel.
- Select your Grant from the list. Remember that when a line turns green you can click anywhere on the line to select that object.



Grant ID	Status	Year	Project Name	Organization	Commission	Component
22FY1607	Underway	2022	Thomson Park Improvements	The Fort Sumter-Fort Moultrie Historical Trust	Sestercentennial Commission	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 22FY1638	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 Status Reports under the Grant Components

Test 1514 - Davies County 250 Organization - 2022

Status: **Underway**

Program Area: SC American Revolution Sestercentennial Commission

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

Organization: Grantee TEST Organization

Grantee Contact: SC250 Tester

Program Officer: Heather Hawkins

Awarded Amount: \$3,000.00

Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Jun 17, 2022 12:27 PM - Heather Hawkins
Contract	
Status Reports	
Contract Amendments	
Correspondence	

Test - 23FY2299 - American Revolution in Baxley County Play - 2023

Status: **Underway**

Program Area: SC American Revolution Sestercentennial Commission

Funding Opportunity: 1721-Local Activities Grants - 23FY

Organization: Baxley County (Test County)

Grantee Contact: Heather Hawkins Tester

Program Officer: Heather Hawkins

Awarded Amount: \$6,600.00

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

Status Reports + Add Status Report

All status reports created for this grant appear below

ID	Type	Status	Title	Reporting Period	Due Date	Submitted Date	Arrived
No data available in table							

- If you do not see a report already listed, click the **Add Status Report** Button on the Right.
- When the General Information tab comes up, select **Final Report** from the Sub Type dropdown.
- Give your report a title – usually [Month] [Year] “Final Report”
- Select Report Dates – usually from award date to final report date.
- Click **SAVE FORM**
- FYI: If you **do** see a Final Report (not Status Report) already set up for you in the Status Report list, hover over the report until it turns green and click anywhere on the line.
 - Once you have opened the report, click **Edit Status Report**.

Status Report Preview Alert History Map

Status Report Details Preview Status Report

Status Report cannot be Submitted Currently
 • Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Apr 19, 2023 9:51 PM - Heather Hawkins Tester
Narrative - Final Report		Apr 19, 2023 9:49 PM - Heather Hawkins Tester
Expenses - Final Report		-
Finance Documentation - Final Report		-

- Under Component, click on **Narrative – Final Report**
- Review notes at the top of the page in the blue section.
- Click any of the **Edit Form** buttons.

Status Report: 001

Status Report Status: **Editing**

Grant Title: Test - 23FY2299 - American Revolution in Baxley County Play

Program Area: SC American Revolution Sestercentennial Commission

Funding Opportunity: 1721-Local Activities Grants - 23FY

Reporting Period: 10/04/2022 - 05/15/2023

Status Report Type: Final Report

Submitted By: -

Report List Genera **Narrat** Expens Financ

Narrative - Final Report - Current Version

This report should be completed once all grant funds (and matching funds if required) have been spent, deliverables are completed, and measurement of success data has been collected.

- Please review your grant agreement/contract to make sure you have met all your deliverables. You can also review your promised deliverables from your application, which are listed below.
- If your budget section allocations have more than a 10% change, you need more time to complete the project, or your deliverables might need to be adjusted, then make sure to submit a contract amendment request in advance of your final report deadline. These amendments do need to be approved by SC250 admin.

Contact hhawkins@southcarolina250.com with questions.

Project Summary Edit Form

- On this Narrative Component, you will see information from your application to help while answering the questions. The first answer copied from your Application Narrative is the Project Summary block.

Project Summary Save Form

Project Summary*: The Baxley County 250 Committee would like to produce a full length play around the story of American Revolution Heroine Lynn Doster, who defended her family farm from Loyalist and shared British troop movements with local militia.

519 character(s) left

Save Form

- The second copied section from your Application Narrative is your Impact or deliverables/measuring success information.

Impact

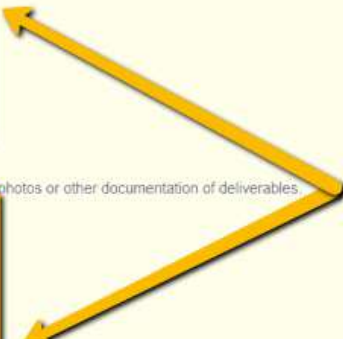
Impact / Expected Outcome*: a full length play script about the American Revolutionary heroine Lynn Doster, six public and two school productions of the play during the 2022-23 season, a web page about the heroine and the production, teacher guides for attending the production including primary sources, and a template regarding producing a historical play that can be used free-of-charge by other County 250 committees. Success will be measured through attendance at the productions, school performance attendance, website hits, and feedback from the community.

0 character(s) left

Describe your final deliverables (tangible items). Do they match your application and grant agreement? If no, please explain. Make sure to attach photos or other documentation of deliverables.

Deliverables (Tangible Items) Achieved/Purchased with Grant Funding*: all the above deliverables have been completed. See attached below: copy of script, photos of opening night and school performance, teacher guide including primary sources, and a template with step-by-step through the production.

1771 character(s) left



- While best practice is to review your actual grant contract, this information from your Application will help you when you are verifying that you have completed all deliverables as agreed.
- Fill in the Deliverables answer block – do your tangible items purchased or completed with this funding match your contract?
- Once questions are complete, you will go back and attach documentation of those

What advice would you give to another County 250 Committee or grantee doing a similar project? Did your grant agreement ask for a template for this type of project? If it did make sure to attach document below with best practices for this type of project.

Template / Advice for other Grantees with Similar Projects*: See attached production template including detailed budget, script writing and research process.

Best Practice Tip for a Local Production: recruit more volunteers than you think you would need, start publicity early, spend a lot of time promoting auditions, get students in the production, work with your school district early to set up school performances.

What matrix did you use to measure success? This could be attendance, participation, website or social media data, public availability, etc.

Measuring Success*: 750 total people attended the public performances with over 1000 students attending the the two school performances. The website received over 2500 hits in the six months proceeding the production. Production was well received with requests to repeat the performance each year.

Save Form

deliverables. For now, just keep answering questions such as **advice to other grantees** with similar projects and **measuring success**. Again, attachments can be added after questions are completed.

Project Detail Save Form

Promotion*: The Committee will utilize the regular publicity outlet for the local Community Players season promotion. The group will also partner with the County Chamber and School District to distribute information. The local paper and local radio station have agreed to be media sponsor and provide some pro bono assistance. The social media class at the college will be assigned to help with getting the word out over social media.

78 character(s) left

Noting the promotion plan above: Please describe your promotion and publicity of the grant sponsored program or purchase. If available, please attach examples of press coverage, etc. in the attachment section.

Publicity / Promotion*: Great response from local press who donated advertising. College social media team went above and beyond. Billboard was expensive, but proved effective. See attached samples of articles, photo of billboard, social media screenshots, etc.]

Save Form

- The next section reviews your Narrative Application plan for the Promotion of your project and asks for an update. Again, attachments can be added after questions are completed.

Planning and Timetable - Multi-List

Benchmark	Description	Date of Activity/ Estimated Date of Completion of Benchmark
Script completed	script proofed, completed, and printed	11/01/2022
Auditions Complete	with the local Community Players	01/14/2023
Productions	All productions complete / attendance and demographics collected	04/29/2023

Last Edited By: Heather Hawkins Tester - Apr 25, 2023 3:28 PM

Benchmarks Save Form

Reviewing the benchmarks in the application. Did you meet all of your deadlines? Do you need to adjust anything in the timeline? Describe any changes.

Benchmarks*: We met all major deadlines. However, we had to extend casting to a second week in order to find all the appropriate cast. The production was so successful it was held over for one additional weekend.]

Save Form

- The final section copied from your Narrative Application is your Planning & Timeline section. Did you meet your benchmarks?
 - If yes, make a note in the Benchmark answer box.
 - If there were minor adjustments, please note them.
 - If there were major timeline adjustments, please complete a contract amendment prior to the final report deadline.
 - If you received approval for a contract extension, please note that here.

Public Served with Public Funds - Edit Save Grid

While not applicable to all grant types, this section is to help track the number of public served with these public funds. 0 can be a valid answer for one of the age ranges.

Age Range	How Many Served
0-7 Years	<input type="text" value="20"/>
9-13 Years	<input type="text" value="530"/>
14-18 Years	<input type="text" value="525"/>
19-24 Years	<input type="text" value="50"/>
25-34 Years	<input type="text" value="30"/>
35-50 Years	<input type="text" value="100"/>
51-70 Years	<input type="text" value="400"/>
71+ Years	<input type="text" value="95"/>
Age Unknown	<input type="text" value=""/>
Total	0

Save Grid

- The next section hopes to capture the impact of public funds on the public. It is ok to estimate or use the age unknown block. If due to the type of project it is very difficult to estimate the number of people impacted, please explain in the next open response block, which is entitled Other Demographics / Notes. Feel free to share any additional information in this block.

Other Demographics or Notes Save Form

Did you collect other demographics you would like to include? Do you have other successes or notes you would like to document for the Commission?

Other Demographics or Notes:

Estimates are that attendance was 80% white, 14% African American, and 4% Latinx, 1% other. Discussion has begun about creating a series of plays featuring heroes and heroines from a more diverse community.
Most of the attendees did come from the county's capitol city. If production is produced again, would consider taking it on the road to other venues around the county.

Save Form

- Click any **SAVE FORM** button. The system will refresh and take you back to the top of the screen.
- Scroll down to each attachment section with a paperclip before the section title. Note: Budget **receipts** will be attached in a different section.

Deliverable / Template / Measuring Success Documents - Other Attachments Mark as Complete Add New Attachment

Please attached documentation of all deliverables including any required templates and/or measurement of success documents. Photos, programs, documents, etc.

*Please note you cannot add documents in edit mode. Please save and then you will see an Add New Attachment button.

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

Last Edited By: Heather Hawkins Tester - Apr 19, 2023 10:23 PM

- Deliverables / Template / Measuring Success Documents – **Make sure to attach documentation of deliverables including photos.**

Publicity Documents - Other Attachments Mark as Complete Add New Attachment

Please attach any documentation of publicity or promotion for this grant.

*Please note you cannot add documents in edit mode. Please save and then you will see an Add New Attachment button.

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

Last Edited By: Heather Hawkins Tester - Apr 19, 2023 10:23 PM

- Publicity Documents – below Project Detail section. Make sure to attach tear sheets or screenshots of media coverage, etc. **Also include photos of the event, team working on the project, or items purchased.**

- Any Other Attachments – located at the bottom of the form.

- At each section, click **+Add New Attachment**.

- Click on **Select file** and “open” attachment when the folders tab pops up – don’t forget to add a required Description.
- Click **SAVE FILE**
- Once all documents, pictures, etc. are showing as attachments and all questions are completed, click on any orange **MARK AS COMPLETE** button.
- This should take you back to the Components list. If it does not, look for a pop-up or a red note at the top of your Narrative form telling you what is missing. Sometimes a blank box will also be in red if not complete.

Component	Complete?	Last Edited
General Information	✓	Apr 19, 2023 9:51 PM - Heather Hawkins Tester
Narrative - Final Report	✓	Apr 19, 2023 10:23 PM - Heather Hawkins Tester
Expenses - Final Report		Apr 19, 2023 10:33 PM - Heather Hawkins Tester
Finance Documentation - Final Report		-

- On the main Status Report tab, you will note that as you mark each section as complete you will see a checkmark under the Complete? Column.

- The next section is the **Expenses – Final Report**. Hover and click anywhere on that line when it turns green.

Report List Genera Narrat **Expens** Financ

Expenses - Final Report - Current Version

The form shows you the approved budget from your grant. Total your actual expenditures for each section and enter them in the open fields.

- Please note that if your actual receipts are more than a 10% difference between sections you will need to complete a contract amendment request prior to your final report deadline.
- There are step-by-step instructions for submitting a contract amendment request at our grant guidance webpage. Or, call 803-898-3392 for more information.
- If you have not used your entire budgeted amount, contact SC250 as well to discuss options.
- You will attach receipts in the Finance Documentation section of the report.

Expenses Edit Expenses

Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Personnel Budget												

- Review information at the top in the blue section.
- Click **Edit Expenses**.

Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Match Percentage	Total Claim Amount
Personnel Budget									
Awarded Amount	\$500.00	<input type="text" value="500.00"/>	\$0.00	\$500.00	\$0.00		<input type="text" value="0.00"/>		
Supplies/Materials Budget									
Awarded Amount	\$1,100.00	<input type="text" value="1000.00"/>	\$0.00	\$1,000.00	\$100.00		<input type="text" value="0.00"/>		
Equipment Budget									
Awarded Amount	\$0.00	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00		<input type="text" value="0.00"/>		
Contractual Budget									
Awarded Amount	\$1,500.00	<input type="text" value="1500.00"/>	\$0.00	\$1,500.00	\$0.00		<input type="text" value="0.00"/>		
Acquisition Budget									
Awarded Amount	\$0.00	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00		<input type="text" value="0.00"/>		
Other Expenses Budget									
Awarded Amount	\$3,500.00	<input type="text" value="3600.00"/>	\$0.00	\$3,600.00	(\$100.00)		<input type="text" value="2000.00"/>		
Cost Share/Matching Funds Breakdown									
Community Players - Additional Production Costs / Theater Overhead		<input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="5000.00"/>		
Local College - Stipend for Marketing Chair		<input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="1200.00"/>		

- Fill in the total actual receipts for each section of the budget. Note: If your actual receipts reflect more than a 10% change in sections you will need to complete a contract amendment request prior to your final report deadline.

- Click on **Save Expenses**

Report List Genera Narrat **Expens** Financ

Expenses - Final Report - Current Version

The form shows you the approved budget from your grant. Total your actual expenditures for each section and enter them in the open fields.

- Please note that if your actual receipts are more than a 10% difference between sections you will need to complete a contract amendment request prior to your final report deadline.
- There are step-by-step instructions for submitting a contract amendment request at our grant guidance webpage. Or, call 803-898-3392 for more information.
- If you have not used your entire budgeted amount, contact SC250 as well to discuss options.
- You will attach receipts in the Finance Documentation section of the report.

Expenses

Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Requirement	Percentage	Total Claim Amount

Mark as Complete Edit Expenses

- Click on **Mark as Complete**

Status Report Details

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General information	✓	Apr 19, 2023 9:51 PM - Heather Hawkins Tester
Narrative - Final Report	✓	Apr 19, 2023 10:23 PM - Heather Hawkins Tester
Expenses - Final Report	✓	Apr 19, 2023 10:46 PM - Heather Hawkins Tester
Finance Documentation - Final Report		

- Back at the Component list, hover and click on **Finance Documentation – Final Report** when the line turns green.

Report List Genera Narrat **Expens** Financ

Finance Documentation - Final Report - Current Version

Please attach receipts/proof of payment for all budgeted items.

- Don't forget to also submit your proof of match (if required for your grant type).
- Once receipts for 100% of the grant budget and match have been submitted and approved, SC250 will issue the remaining 20% of the grant (if it was held back until the completion of documentation).

Receipts - Other Attachments

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

Last Edited By: Heather Hawkins Tester - Apr 19, 2023 10:46 PM

Mark as Complete + Add New Attachment

- Click on **+Add New Attachment** and attach receipt documentation as you attached documents in the narrative section.
- Don't forget to also attach documentation of your Match amount if required for your grant.
- Once all receipts for grant funds and match are attached, click **Mark as Complete**.
- This should return you to the main report page with the list of components.

- Each component should have a check mark under the Complete? column.

Status Report: 001

Status Report Status: **Final**

Grant Title: Test - 23FY2299 - American Revolution in Baxley County Play

Program Area: SC American Revolution Sesatcentennial Commission

Funding Opportunity: 1721-Local Activities Grants - 23FY

Reporting Period: 10/04/2022 - 05/15/2023

Status Report Type: Final Report

Submitted By: -

Status Report Preview Alert History Map

Status Report Details

Submit Status Report Withdraw Copy Preview Status Report

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Apr 19, 2023 9:51 PM - Heather Hawkins Tester
Narrative - Final Report	✓	Apr 19, 2023 10:23 PM - Heather Hawkins Tester
Expenses - Final Report	✓	Apr 19, 2023 10:46 PM - Heather Hawkins Tester
Finance Documentation - Final Report	✓	Apr 19, 2023 10:48 PM - Heather Hawkins Tester

- Click on **SUBMIT STATUS REPORT**
- If completely ready, click the red SUBMIT button. Note you cannot edit after you click this submit button.

Please confirm

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

Thank you for your submission!

- You will receive notification of the closeout of the grant once all deliverables and receipts have been reviewed.
- If we have any questions, we will “negotiate” your report back to you with any requests for clarification.
- If 20% of your grant award was held back until the completion of this final report, a request will now be sent to finance for the final 20% to be sent to you.

Congratulations! Keep doing great work accomplishing education and cultural tourism goals related to the American Revolution in SC.