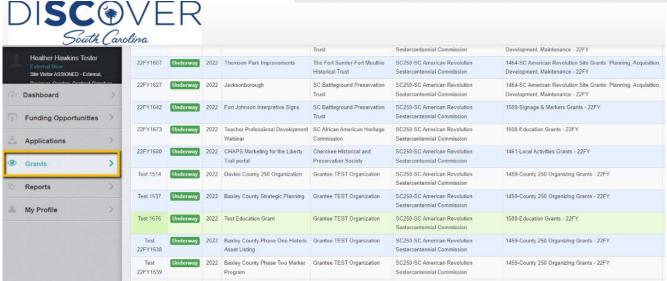


SC American Revolution Sestercentennial Commission Grants on the Discover SC Web Grant Program

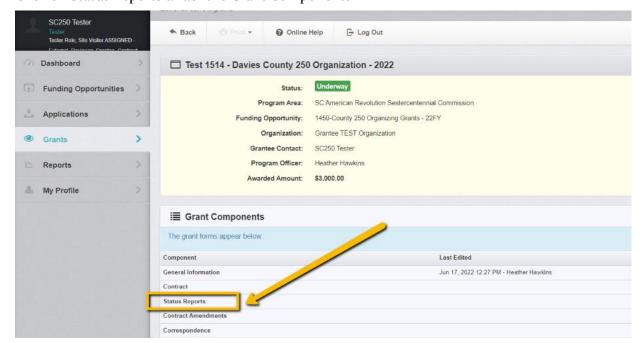
Submitting a Status Report

- Sign-in to https://www.scprtgrants.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.



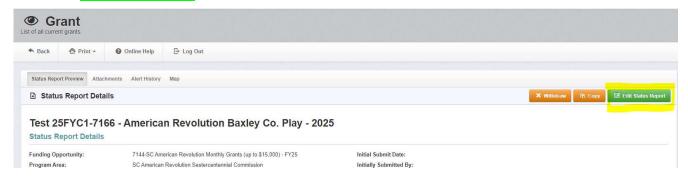


Click on Status Reports under the Grant Components

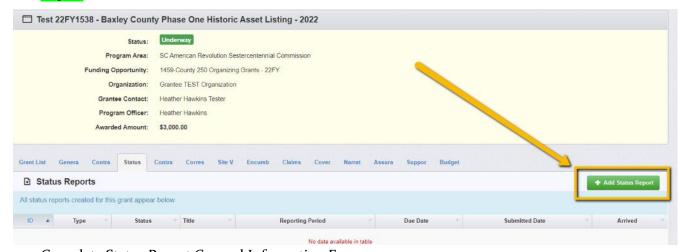




- If you already have Status Reports set up for your deadlines, you can use those. Hover over the correct line and when it turns green, click anywhere on the line to select.
- Click Edit Status Report.



• Don't see Status Reports set up for you or you would like to add another one, click the Add Status Report button on the left.



- Complete Status Report General Information Form
 - Sub Type: In the dropdown, select Semi-Annual Report for all status updates not the final report.
 - Title: Name the Status Report after Time Period and "Status Update" or "Final Report."
 - Report Dates: For what time period are you reporting?



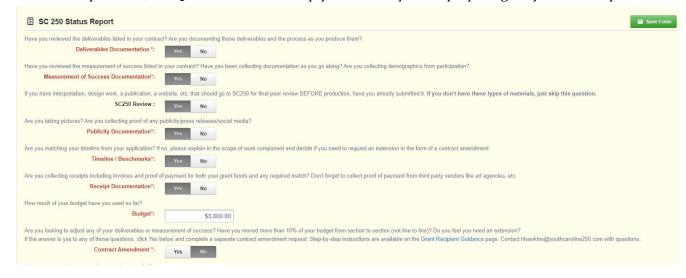
Click SAVE FORM

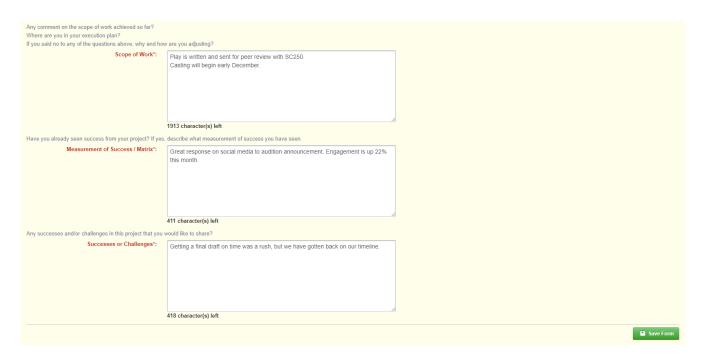


• Under the Components, click on SC 250 Status Report

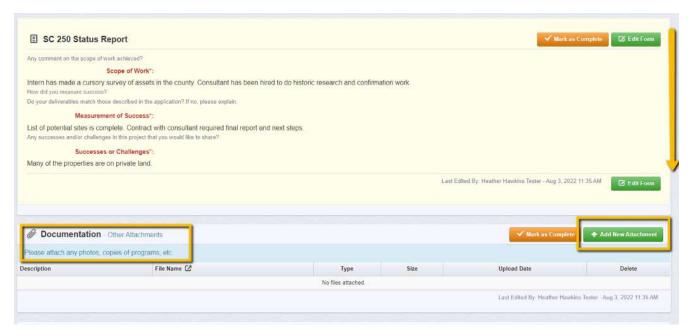


- Click Edit Form.
- Complete Yes, No Questions. These simply make sure you are preparing for your final report.





- Complete Questions Regarding:
 - o Progress on Scope of Work
 - o Success already achieved.
 - o Challenges You Are Facing
- Click SAVE FORM
- While not required, attachments are encouraged. Scroll down to +Add New Attachment under Documentation



- Click on Select file and "open" attachment when the folders tab pops up don't forget to add a required Description.
- For the final report, make sure **all receipts** are scanned and attached. You should also include proof of deliverables including but not limited to copies of programs, photos of locations or events, reports that were completed during the project, etc.

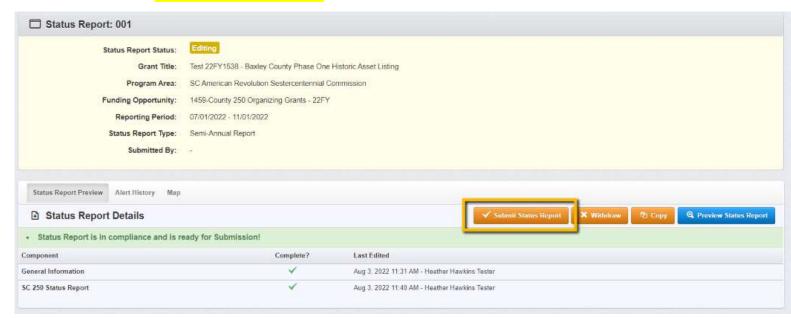
• Click SAVE FILE



Click on either MARK AS COMPLETE button.



• Click on **SUBMIT STATUS REPORT**



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



Thank you for your submission! If this is your final report, you will receive notification of closeout of the grant once all deliverables and receipts have been reviewed.