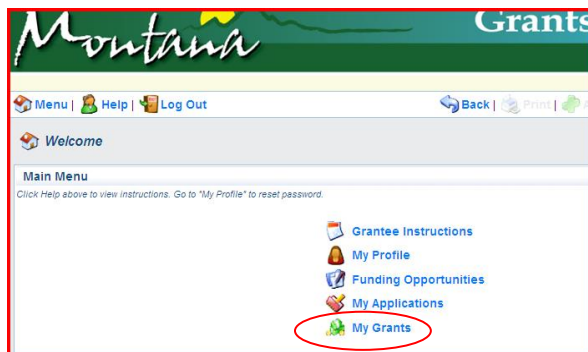


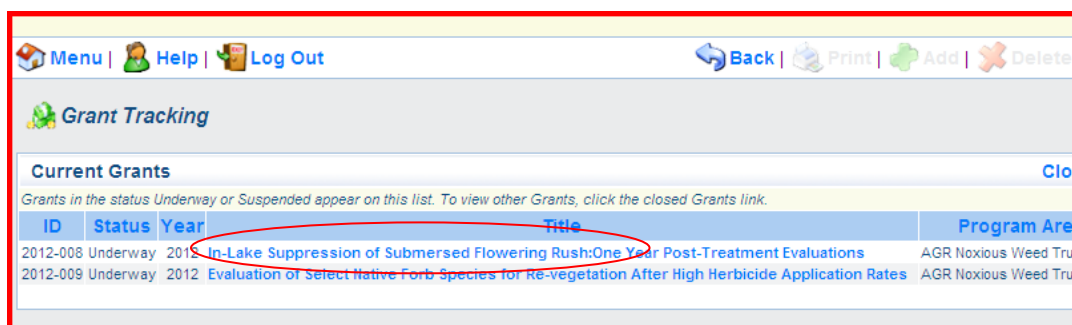
Grantee Instructions – Extension Request

Log into WebGrants at <https://funding.mt.gov>

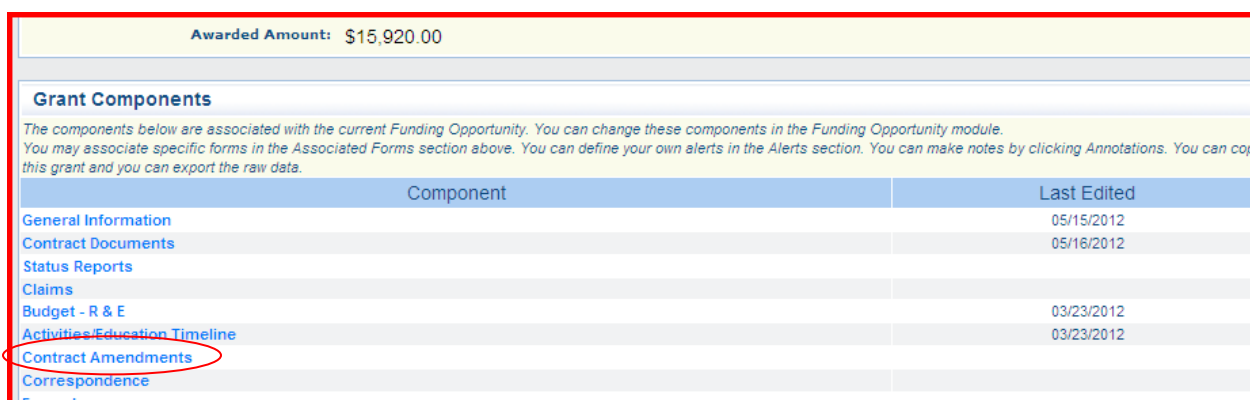
Click on **My Grants**.



Click on the **title** of grant.



Click on **Contract Amendments** in the grant components.



Grantee Instructions – Extension Request

Select **Add** on the right side of your screen.

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Add' button is circled in red. Below the navigation bar, the 'Grant Tracking' section displays information for a specific grant: 'Grant: 2012-008 - In-Lake Suppression of Submersed Flowering Rush:One Year Post-Treatment Evaluations - 2012'. The status is 'Underway', the program area is 'AGR Noxious Weed Trust Fund', the grantee organization is 'University of Montana', the program officer is 'Kim Johnson', and the awarded amount is '\$15,920.00'. Below this information, there is a table for 'Contract Amendments' with columns for ID, Type, Status, and Submitted Date. The table contains one row with ID '2012-008 - 01', Type 'Contract Approval', Status 'Approved', and Submitted Date '04/02/2012'. The 'Add' button is circled in red.

Enter the grant **title** and number. Select **Contract Extension** from the drop down. Click **Save**.

The screenshot shows the 'General Information' form in the 'Grant Tracking' system. The 'Title' field is circled in red and contains the text 'TEST2014 ED - TEST EDU FY14'. The 'Contract Amendment Type' dropdown menu is also circled in red and shows 'Contract Extension'. The 'Save' button in the top right corner is circled in red.

Click Return to Components.

The screenshot shows the 'General Information' form in the 'Grant Tracking' system. The 'Return to Components' button in the top right corner is circled in red. The form displays the following information: ID: 12022, Title: TEST2014 ED - TEST EDU FY14 #3, Amendment Type: Contract Extension, and Status: Editing. At the bottom right, it says 'Last Edited By: Dave Burch, 08/15/2013'.

Grantee Instructions – Extension Request

Click on the **Contract Extension Request**.

Contract Amendment

Contract Amendment: 04

Grant: TEST2014 ED-TEST EDU FY14

Status: Editing

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Dave Weed Company

Program Manager: Dave Burch

Submitted Date:

Instructions

Please enter the title of the contract amendment you are requesting and select a contract amendment type from the drop down box. Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your contract amendment request.

Components [Preview](#) | [Submit](#)

Name	Complete?	Last Edited
General Information	✓	08/15/2013
Contract Extension Request		08/15/2013

Click **Edit** at the top of the screen.

Contract Amendments

Contract Amendment: 03

Grant: TEST2014 ED-TEST EDU FY14

Status: Editing

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Dave Weed Company

Program Manager: Dave Burch

Submitted Date:

Contract Extension Reason [Mark as Complete](#) | [Return to Components](#)

If your project will not be completed by the contract termination date and you would like to request an extension, please complete this form and submit it for consideration prior to September 30th. Please remember, you must have valid reasons for extending your contract and your request must be submitted on this form. If the extension request is approved, contract amendments must be completed and signed by all parties prior to October 31st.

Specific reasons for extension request: Test

Grantee Instructions – Extension Request

Complete the form noting specific reasons for the extension request, and any changes to the planned events. Click **Save** when complete.

Contract Amendments

Contract Amendment: 02

Grant: TEST2014 ED-TEST EDU FY14

Status: Editing

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Dave Weed Company

Program Manager: Dave Burch

Submitted Date:

Contract Extension Reason

If your project will not be completed by the contract termination date and you would like to request an extension, please complete this form and submit it for consideration prior to September 30th. Please remember, you must have valid reasons for extending your contract and your request must be submitted on this form. If the extension request is approved, contract amendments must be completed and signed by all parties prior to October 31st.

Specific reasons for extension request: Reasons for extension request...

Planned Project Activities

Click on "Add" (at right) to build a timeline of activities for your project starting on April 1st for up to one year. Examples include: setting up photo points, monitoring plots, scheduled aerial treatments, data analysis, survey or field work, distribution of education materials, grant wrap-up, etc. Then click "Save" (at top) when done with that activity. Repeat steps to add more planned project activities. The Activity Description character max is 350.

Time Period	Year	Activity Description
April	2014	EDU

Planned Education Events

Click on "Edit" (at top) to select which events will be a part of your grant project and provide a brief description (250 character max). Then click "Save" when done with this component of the form.

Event Type	Planned?	Describe Event
Landowner meeting(s):	☒ Yes ☐ No	Change this section if needed...

Next, to update the Planned Project Activities timeline - click **Add**.

Contract Amendments

Contract Amendment: 02

Grant: TEST2014 ED-TEST EDU FY14

Status: Editing

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Dave Weed Company

Program Manager: Dave Burch

Submitted Date:

Contract Extension Reason [Mark as Complete](#) | [Return to Components](#)

If your project will not be completed by the contract termination date and you would like to request an extension, please complete this form and submit it for consideration prior to September 30th. Please remember, you must have valid reasons for extending your contract and your request must be submitted on this form. If the extension request is approved, contract amendments must be completed and signed by all parties prior to October 31st.

Specific reasons for extension request: Reasons for extension request...

Planned Project Activities [Add](#)

Click on "Add" (at right) to build a timeline of activities for your project starting on April 1st for up to one year. Examples include: setting up photo points, monitoring plots, scheduled aerial treatments, data analysis, survey or field work, distribution of education materials, grant wrap-up, etc. Then click "Save" (at top) when done with that activity. Repeat steps to add more planned project activities. The Activity Description character max is 350.

Time Period	Year	Activity Description
April	2014	EDU

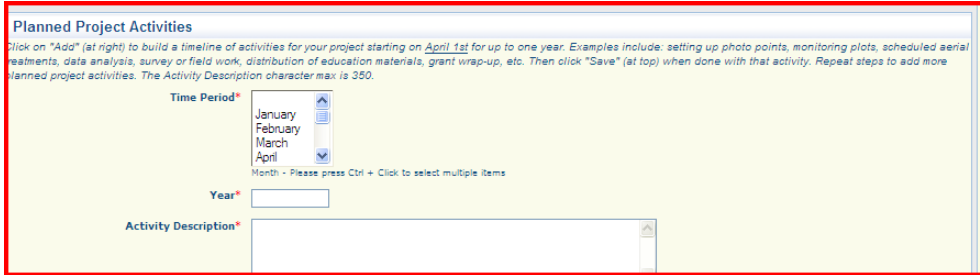
Planned Education Events

Click on "Edit" (at top) to select which events will be a part of your grant project and provide a brief description (250 character max). Then click "Save" when done with this component of the form.

Event Type	Planned?	Describe Event
Landowner meeting(s):	☒ Yes ☐ No	Change this section if needed...

Complete the form to update activity dates. Click **Add** for additional changes.

Grantee Instructions – Extension Request

The screenshot shows a web form titled "Planned Project Activities". At the top, there is a detailed instruction: "Click on 'Add' (at right) to build a timeline of activities for your project starting on April 1st for up to one year. Examples include: setting up photo points, monitoring plots, scheduled aerial treatments, data analysis, survey or field work, distribution of education materials, grant wrap-up, etc. Then click 'Save' (at top) when done with that activity. Repeat steps to add more planned project activities. The Activity Description character max is 350." Below this, the form has three main sections: "Time Period" with a dropdown menu showing months from January to April and a note "Month - Please press Ctrl + Click to select multiple items"; "Year" with a text input field; and "Activity Description" with a large text area. A small "Add" button is visible on the right side of the Activity Description field.

When finished, click **Mark as Complete**, and **Submit**. A popup appears. Read and click **OK**. A confirmation will be shown letting you know that your extension request has been submitted.

Department staff will review your extension request and if approved a contract supplemental agreement will be sent for signatures. Obtain the required signatures and return the agreement to MDA.

When the fully executed agreement is received by MDA, staff will update the grant. Login to WebGrants at <https://funding.mt.gov> to view the component updates your grant components.