

Development/Education/ Research– Instructions

Enter your User ID and Password to login to WebGrants <https://funding.mt.gov/>.

The screenshot shows the 'Montana Grants and Loans' login interface. At the top is the Montana state logo and the text 'Montana Grants and Loans'. Below this is a 'Log In' link. The main content area is divided into two columns. The left column contains a 'Login' form with fields for 'User ID' and 'Password', a 'Login' button, and a 'Forgot Password?' link. The right column displays logos for various Montana state agencies: Montana Department of Agriculture, Montana Fish, Wildlife & Parks, DNRC, Montana Department of Commerce, Montana Department of Labor & Industry, DES (Department of Employment & Security), and MDT (Department of Transportation). Below the logos, there is a section for 'New to WebGrants - State of Montana?' with a 'Register Here' link, and a section for 'Funding Opportunities Offered by Montana State Agencies' with a 'Search Here' link. The footer includes the 'MONTANA.GOV OFFICIAL STATE WEBSITE' logo, a 'Contact Us' link, and copyright information for Dulles Technology Partners Inc.

Click “Funding Opportunities” to view all available funding opportunities.

REMINDER: Only use the WebGrants “Back” button – do not use the browser back arrow.

The screenshot shows the 'Montana Grants and Loans' main menu. At the top is the Montana state logo and the text 'Montana Grants and Loans'. Below this is a navigation bar with links for 'Menu', 'Help', 'Log Out', and a 'Back' button (circled in red). The main content area is titled 'Welcome' and contains a 'Main Menu' section. The 'Main Menu' section includes a link to 'Click Help above to view instructions. Go to "My Profile" to reset password.' and a list of links: 'Grantee Instructions', 'My Profile', 'Funding Opportunities' (circled in red), 'My Applications', 'My Grants', and 'My Site Visits'.

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Click on the Opportunity Title to open a Funding Opportunity and begin an application.

Funding Opportunities				
Current Funding Opportunities				
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.				
ID	Agency	Program	Opportunity Title	Application Deadline
60022	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR Noxious Weed Trust Fund 2018 Education/Development	01/06/2018

Click “Start a New Application”. Instructions on how to enter, save, and edit information is included on each form.

Time Saver Tip: An existing grant application and/or information from Word or Excel files can be copied and pasted into WebGrants forms. Be sure to review the copied information.

Opportunity Details	Copy Existing Application	Start a New Application
60022-AGR Noxious Weed Trust Fund 2018 Education/Development		
AGR Noxious Weed Trust Fund Application Deadline: 01/06/2018 12:00 AM		
Award Amount Range:	\$0.00 - \$75,000.00	Program Officer: Jasmine Reimer
Project Start Date:	04/01/2018	Phone: 406-444-7882 x
Project End Date:	10/31/2019	Email: jreimer@mt.gov
Award Announcement Date:		
This Opportunity is recurring	Yes	
Categorical Area(s) To be Addressed by Program	Agriculture	

Enter a brief name for the project in the “Project Title” text box. Then click “Save” (at the top right).

Menu Help Log Out	Back Print Add Delete Edit Save
Instructions	
Fill out the form below and click “Save”. Once completed and saved, click on the “Go to Application Forms” link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.	
Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.	
To save or edit this form, click “Save” or “Edit” in the upper right hand corner of the screen. Information entered into this form will be lost unless the “Save” icon is selected before moving on to the next form. If you wish to move back a screen, select the “Back” icon. Do not click on the main browser’s back arrow. Doing so could cause the data you entered to be lost.	
General Information	
Primary Contact:*	Jasmine Test
Project Title: (limited to 250 characters)*	Sample Education/Development Application FY18
Authorized Official:*	Jasmine Test
Organization:*	Carol B

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Click “Edit” if changes are needed, or continue to the application forms by clicking “Go to Application Forms”.

All forms for this type of application can now be seen. Click on the form name and enter the required information. Use the “Other Attachments” form to attach additional documents that are important to the proposal. The maximum file size of attached documents is 10 MB. Compress large files to 10 MB or less.

If you need to make a change to a form that has already been “Marked as Complete”, click the form name, click “Edit” and make the necessary changes. Click “Save” when completed.

A check mark must be shown in the “Complete?” column for each form before WebGrants allows the application to be submitted.

Click “Submit” when the application is finished.

Application: 102018 - Test 2021 Ed/Development

Program Area: AGR Noxious Weed Trust Fund

Funding Opportunities: 101080 - AGR Noxious Weed Trust Fund 2021 Education/Development

Application Deadline: 01/06/2021

Instructions
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms	Application Details	Submit	Withdraw
Form Name	Complete?	Last Edited	
General Information	✓	07/07/2020	
Project Information – R & E			
Previous Funding R & E			
Cooperators			
Project Overview - Education			
Objectives and Evaluation			
Activities/Education Timeline			
Budget - R & E			
Other Attachments			