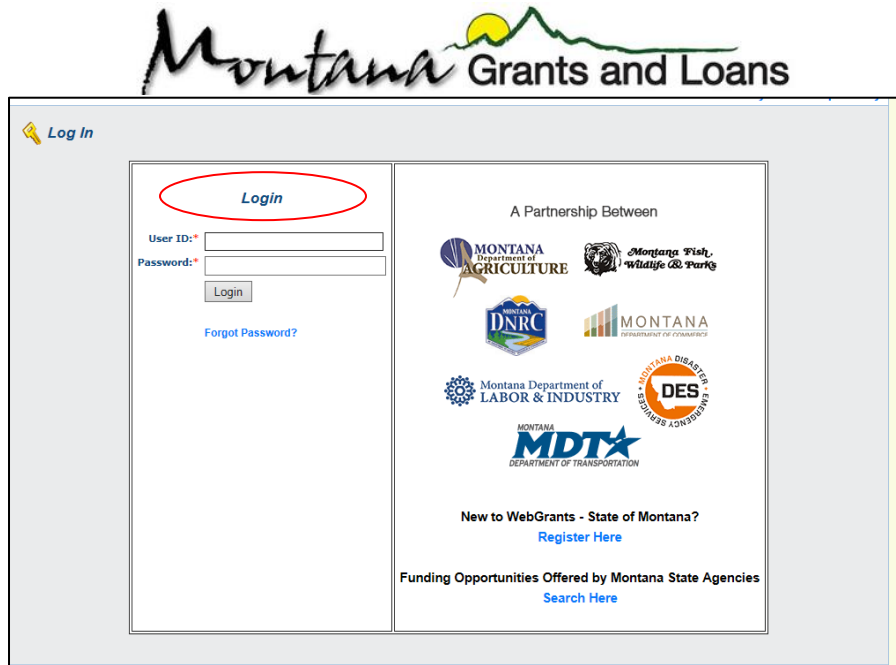


Local Cooperative Instructions

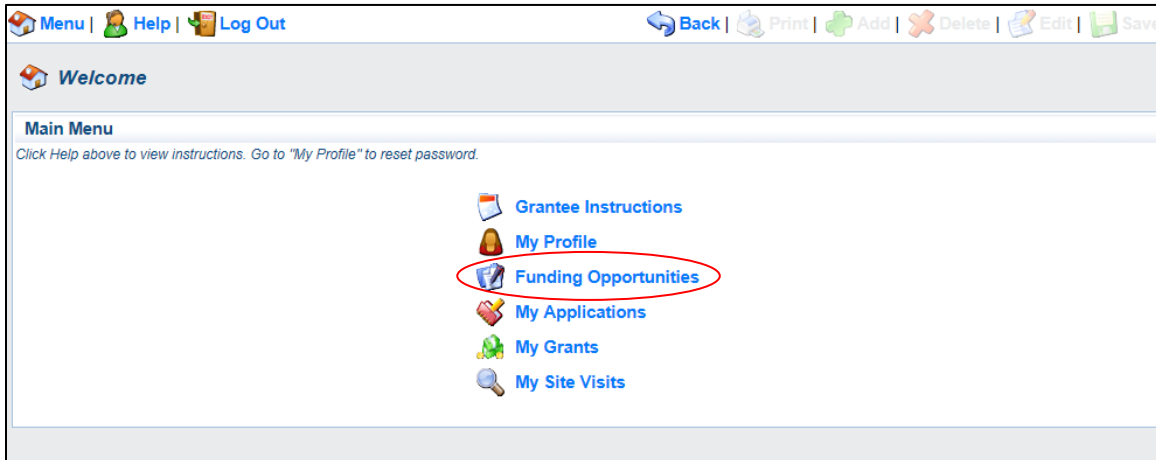
Enter your User ID and Password to login to WebGrants <https://funding.mt.gov/>.



The image shows the Montana Grants and Loans login page. At the top, there is a logo with the word "Montana" in a script font and "Grants and Loans" in a sans-serif font. Below the logo 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 a "Partnership Between" section with logos for various Montana state agencies: Department of Agriculture, Montana Fish, Wildlife & Parks, DNRC, Department of Commerce, Montana Department of Labor & Industry, DES (Disaster Services), and MDT (Department of Transportation). Below the logos, there is a "New to WebGrants - State of Montana?" section with a "Register Here" link, and a "Funding Opportunities Offered by Montana State Agencies" section with a "Search Here" link.

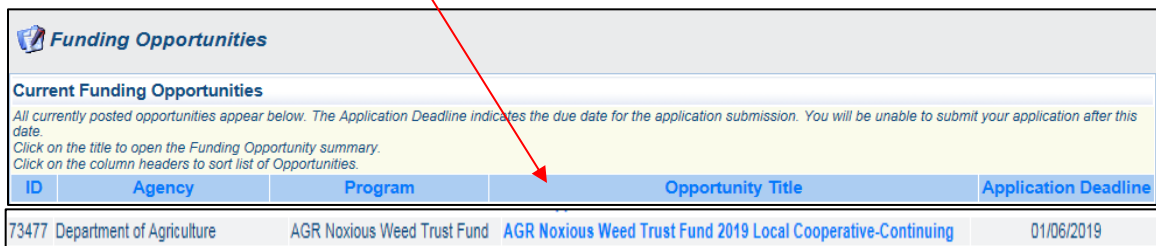
Click "Funding Opportunities" to view all available funding opportunities.

REMINDER: When in WebGrants, only use the WebGrants "Back" button – do not use the browser back arrow.



The image shows the WebGrants Main Menu. At the top, there is a navigation bar with links for "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". Below the navigation bar is a "Welcome" message. The main content area is titled "Main Menu" and contains a list of links: "Grantee Instructions", "My Profile", "Funding Opportunities", "My Applications", "My Grants", and "My Site Visits". The "Funding Opportunities" link is circled in red.

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



The image shows the "Funding Opportunities" page. At the top, there is a "Funding Opportunities" header. Below the header is a "Current Funding Opportunities" section. The section contains a table with the following columns: "ID", "Agency", "Program", "Opportunity Title", and "Application Deadline". A red arrow points to the "Opportunity Title" column header. The table contains one row of data:

ID	Agency	Program	Opportunity Title	Application Deadline
73477	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR Noxious Weed Trust Fund 2019 Local Cooperative-Continuing	01/06/2019

Local Cooperative Instructions

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
73477-AGR Noxious Weed Trust Fund 2019 Local Cooperative-Continuing			
AGR Noxious Weed Trust Fund			
Application Deadline: 01/06/2019 11:59 PM			
Award Amount Range:	\$0.00 - \$75,000.00	Program Officer:	Jasmine Reimer
Project Start Date:	04/01/2019	Phone:	406-444-7882 x
Project End Date:	10/31/2020	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			
Application					
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 ▼				
Additional Grantee Contacts:	Carol Bee Dave Burch Jasmine Test Select any additional contacts within your organization that will also manage this grant				
Project Title: (limited to 250 characters)*	Sample Local Cooperative-Continuing Application				
Authorized Official:*	Jasmine Test ▼				
Organization:*	Carol B ▼				

Local Cooperative Instructions

If you need to add additional grantee contacts or if changes are needed, click “Edit”, or continue to the application forms by clicking “Go to Application Forms”.

The screenshot shows a web application interface. At the top, there is a navigation bar with icons and labels for Menu, Help, Log Out, Back, Print, Add, Delete, Edit (circled in red), and Save. Below this is a header section titled "Application". The main content area is divided into sections: "Application: 73483 - Sample Local Cooperative- Continuing Application", "Program Area: AGR Noxious Weed Trust Fund", "Funding Opportunities: 73477 - AGR Noxious Weed Trust Fund 2019 Local Cooperative-Continuing", and "Application Deadline: 01/06/2019". Below this is an "Instructions" section with text about filling out the form and saving. The bottom section is titled "General Information" and contains fields for System ID (73483), Project Title (Sample Local Cooperative- Continuing Application), Primary Contact (Jasmine Test), Additional Contacts (Jasmine Test), and Organization (Carol B). A link "Go to Application Forms" is circled in red in the top right corner of the General Information section.

Application: 73483 - Sample Local Cooperative- Continuing Application	
Program Area:	AGR Noxious Weed Trust Fund
Funding Opportunities:	73477 - AGR Noxious Weed Trust Fund 2019 Local Cooperative-Continuing
Application Deadline:	01/06/2019

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

System ID: 73483

Project Title: Sample Local Cooperative- Continuing Application

Primary Contact: Jasmine Test

Additional Contacts: Jasmine Test
Select any additional contacts within your organization that will also manage this grant

Organization: Carol B

[Go to Application Forms](#)

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

NEW Local Cooperative Applications

A completed environmental assessment is required for all new local cooperatives. Each form contains a simple checklist, and sections to describe proposed mitigation efforts. Instructions for completing the Environmental Assessment forms can be found on the [Montana Department of Agriculture](https://agr.mt.gov/NoxiousWeedTrustFund) website at <https://agr.mt.gov/NoxiousWeedTrustFund> in the Forms & Files section at the bottom of the page.

Detailed instructions for the following application forms can also be found in the Forms and Files section of the [Montana Department of Agriculture](https://agr.mt.gov/NoxiousWeedTrustFund) website:

- Herbicide and Revegetation Worksheet
- Budget Worksheet

Local Cooperative Instructions

When a form has been completed, Click “Mark as Complete” and “Save”. 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 finished.

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 102093 - test Local Coop - Contin 2021

Program Area: AGR Noxious Weed Trust Fund

Funding Opportunities: 101079 - AGR Noxious Weed Trust Fund 2021 Local Cooperative-Continuing

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 Project Information Previous Funding Project History-Continuing Grants Project Overview - Local Coop Cooperators Weed Management Plan Plan of Work Herbicide Worksheet Revegetation Worksheet Budget Other Attachments		☒	07/09/2020	

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.