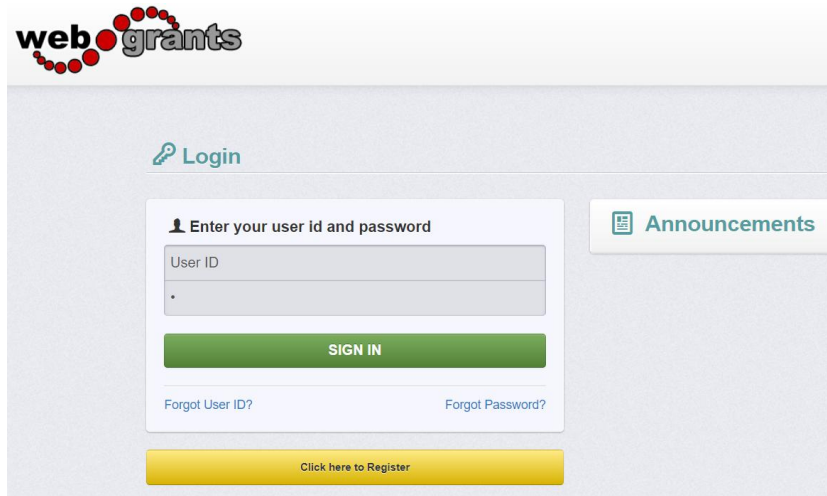


# Grantee Instructions - Submitting a Status Report

## County/Reservation Program Grants

Status Reports are due **November 30th** annually. Reports submitted after that date will have a “Late” status.

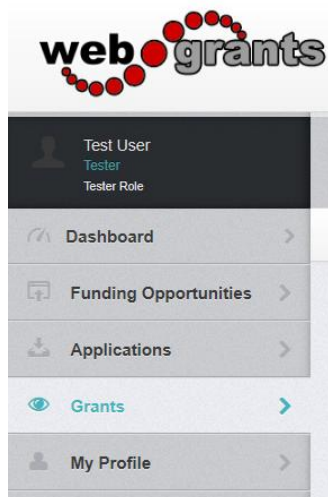
1. Login to WebGrants at <https://mtagr.webgrantscloud.com/index.do>



Note: Use the WebGrants Menu, not the Browser Menu to navigate the system. WebGrants is compatible with many different browsers; please feel free to use the browser of your choice.

\*Not compatible with Safari on mobile devices. Read the Instructions on the screen for navigating in the system.

2. From the Side Menu, click on **Grants**.



3. Select the Grant you would like to access in the Active Grant listing. **Click** anywhere on the grant to open.

# County/Reservation Program Grant - Status Report Instructions

**Current Grants**

All active grants are listed below.

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
25099	Underway	2025	FY 26 Local Coop Test	Carol B	NWTF-AGR Noxious Weed Trust Fund	140556-AGR Noxious Weed Trust Fund 2026 Local Cooperative-New	04/01/2025	10/31/2026	\$10,536.00
25162	Underway	2025	FY26 Application	Carol B	NWTF-AGR Noxious Weed Trust Fund	25020-AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application	04/01/2026	11/30/2026	\$7,500.00

- Once you have selected the Grant, you will be directed to the Grant Components.
- Select **Status Reports** from the list of Grant Components.

**Grant Components** [Preview Grant](#)

The grant forms appear below.

Your grant award details are saved here, as well as many forms which may be used to manage your grant.

Component	Last Edited
General Information	Jul 22, 2025 1:48 PM - Greta Dige
Claims	
<b>Status Reports</b>	
Encumbrances	
Correspondence	
Budget- County/Reservation	Aug 4, 2025 9:29 AM - Greta Dige
Funding Opportunity	-
Application	-

- Click anywhere on the status report shown with a Status of Editing. The final status report has been added already.

**Status Reports** [Add Status Report](#)

All status reports created for this grant appear below.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
25162 - 001	Final Report	Editing	Final Status Report	04/01/2026 - 11/30/2026			

\*If there is not an existing report follow the steps below.

- Click **Add Status Report**. New reports automatically open the General Information form and are ready to edit.
- Review the **Sub Type**. Select **Final Report** if not selected already.

**Sub Type\*:**

**Title:**

**Report Dates\*:**

**Sub Type\*:**

**Title:**

**Report Dates\*:**

## County/Reservation Program Grant - Status Report Instructions

- Enter **Report Dates** (Start Date and End Date). Start date should always be 04/01/20XX and the end date should be 11/30/20XX of the current reporting year.  
Example: Start Date: 04/01/2025 End Date: 11/30/2025
- When complete, click **Save Form**.

**General Information - Status Report - Edit** [Save Form](#)

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status\*:  
Sub Type\*: Annual Report  
Title: Status Report  
Report Dates\*: 04/01/2025 11/30/2025  
Start Date End Date

- You will return to **Components** where reports forms are located; **jump to Step 8** to continue.
7. The report will open in a preview of the report. To edit, click **Edit Status Report** to get to Status Report component list.

**Status Report Details** [Withdraw](#) [Copy](#) [Edit Status Report](#)

**25162 - FY26 Application - 2025**  
**Status Report Details**

<b>Funding Opportunity:</b> 25020-AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application	<b>Initial Submit Date:</b> Initially Submitted By:
<b>Program Area:</b> AGR Noxious Weed Trust Fund	<b>Last Submit Date:</b>
<b>Status:</b> Editing	<b>Last Submitted By:</b>
<b>Status Report Number:</b> 001	<b>Approved Date:</b>
<b>Status Report Type:</b> Final Report	
<b>Reporting Period:</b> 04/01/2026 - 11/30/2026	

8. Click on **Budget-County/Reservation** listed under **Components**.

**Status Report Details** [Withdraw](#) [Copy](#) [Preview Status Report](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

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

Component	Complete?	Last Edited
General Information	✓	Jul 22, 2025 1:50 PM - Greta Test
Budget- County/Reservation		Aug 22, 2025 11:10 AM - Greta Dige

9. Enter the requested data and click on **Save Form**.
- To edit items listed on a table, click the **text of item** to open and edit status.
10. Review form and if correct, click on **Mark as Complete**.

# County/Reservation Program Grant - Status Report Instructions

Status Report Test Form - Current Version

Create New VersionView Versions

Status Report

Mark as CompleteEdit Form

Text: test

Last Edited By: System Administrator - Feb 13, 2020 2:40 PM

Edit Form

11. If the status report is ready for submission (all forms have a green check), click on **Submit Status Report**.

Status Report Details

Submit Status ReportWithdrawCopyPreview Status Report

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jul 22, 2025 1:50 PM - Greta Test
Budget- County/Reservation	✓	Sep 5, 2025 11:10 AM - Greta Test