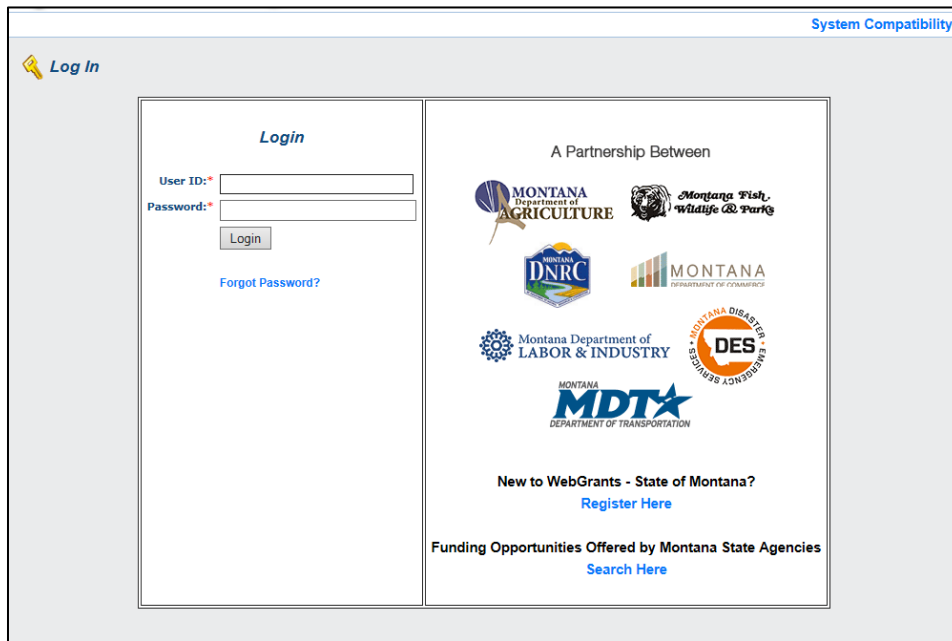


Special County/Reservation \$7,500 Grant WebGrants Application Instructions

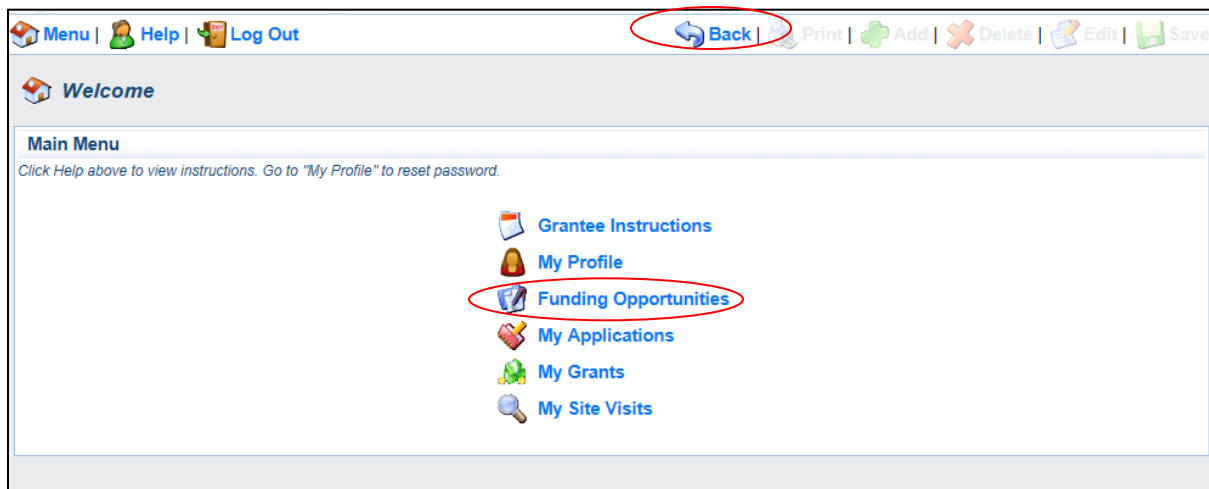
Enter your User ID and Password to login to WebGrants <https://funding.mt.gov/>.



The image shows the WebGrants login page. At the top right, it says "System Compatibility". On the left, there is a "Log In" link with a key icon. The main area is titled "Login" and contains two input fields: "User ID:" and "Password:". Below these fields is a "Login" button and a "Forgot Password?" link. To the right of the login fields, there is a section titled "A Partnership Between" which displays logos for several Montana state departments: Department of Agriculture, Montana Fish, Wildlife & Parks, DNRC, Department of Commerce, Montana Department of Labor & Industry, DES (Department of Economic Services), and MDTA (Department of Transportation). Below the logos, there is a link "New to WebGrants - State of Montana? Register Here" and another link "Funding Opportunities Offered by Montana State Agencies Search Here".

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

REMINDER: 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: "Menu", "Help", and "Log Out". To the right of these links is a "Back" button, which is circled in red. Below the navigation bar, there 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. At the bottom of the page, there is a footer with the text "Updated 9/2021".

Special County/Reservation \$7,500 Grant WebGrants Application Instructions

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
72036	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR Noxious Weed Trust Fund FY19 Special County/Reservation Grant Application	11/01/2018

Click “Start a New Application”. **Do not copy previous Special County/Reservation Applications.**

Opportunity Details	Copy Existing Application Start a New Application
72036-AGR Noxious Weed Trust Fund FY19 Special County/Reservation Grant Application	
AGR Noxious Weed Trust Fund Application Deadline: 11/01/2018 11:59 PM	
Award Amount Range: \$0.00 - \$7,500.00	Program Officer: Jasmine Reimer
Project Start Date: 04/01/2019	Phone: 406-444-7882 x
Project End Date: 11/30/2019	Email: jreimer@mt.gov
Award Announcement Date:	
This Opportunity is recurring	Yes
Categorical Area(s) To be Addressed by Program	Agriculture

Enter the Project Title in the following format:
County/Reservation name followed by “YEAR” Special County/Reservation Grant”.

General Information	
Primary Contact:*	Jasmine Test ▼
Project Title: (limited to 250 characters)*	Test County 2019 Special County/Reservation Grant
Organization:*	Carol B ▼

Special County/Reservation \$7,500 Grant WebGrants Application Instructions

Click **"Go to Application Forms"**.

Application: 72040 - Test County 2019 Special County/Reservation Grant

Program Area: AGR Noxious Weed Trust Fund

Funding Opportunities: 72036 - AGR Noxious Weed Trust Fund FY19 Special County/Reservation Grant Application

Application Deadline: 11/01/2018

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: 72040

Project Title: Test County 2019 Special County/Reservation Grant

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 the **Budget** form name and enter the requested information.

Application: 72040 - Test County 2019 Special County/Reservation Grant

Program Area: AGR Noxious Weed Trust Fund

Funding Opportunities: 72036 - AGR Noxious Weed Trust Fund FY19 Special County/Reservation Grant Application

Application Deadline: 11/01/2018

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	✓ 06/15/2018
Budget- County/Reservation	
Other Attachments	
Signature Page FY17 Special County/Reservation Grant	

Instruction are included in each section of the forms. Do not use commas or dollar signs in the entry boxes. Click **"Save"** when the requested information has been entered. Check that the totaled amounts are correct.

Special County/Reservation \$7,500 Grant WebGrants Application Instructions

Grant Type		Mark as Complete Go to Application Forms					
Select County or Tribal grant request type.* County							
County Weed Budget Information							
<i>County Weed Coordinators need to enter your weed district budget information below. Do not use commas or dollar signs when entering numbers. Clicking on "Save" will make the system auto calculate the total weed budget for you. If you need to make changes, click on "Edit" (at top).</i>							
County Only - Weed Budget	\$25,000.00	2.0	\$50,000.00	\$0.00	\$100,000.00	\$150,000.00	\$300,000.00
	County 1 Mill	Mills Levied	Total Mill Levy	General Fund	Contracted Services	Other Funding (RAC, etc.)	Total Weed Budget
Financial Narrative & Project Description							
<i>Enter the dollar amount and description for the expense category(ies) that you are requesting, which should total to \$7,500. Do not use commas or dollars signs when entering numbers. When the form is completed, click on "Save" (at top). If you need to make changes to the budget, click on "Edit" (at top).</i>							
Category	Amount		Description				
Salaries	\$5,000.00		Salaries				
Benefits	\$1,500.00		Benefits				
Supplies & Materials	\$0.00						
Contracted Services	\$0.00						
Equipment	\$1,000.00		Replacement Hoses, Tires, Nozzels				
Repair & Maintenance	\$0.00						
Totals		\$7,500.00					

If adjustments need to be made, click **"Edit"** to open the form then **"Save"** again. **Click "Mark as Complete" when done.**

Next, select the **"Other Attachments"** form by clicking on the form name.

If the funds will not be used for a capital improvement, simply click **"Mark as Complete"**.

★ If the funds will be used for a capital improvement such as a building, structure, cement, security fence, etc., an approval letter from the County Commissioners must be included on this form. Click **"Add"** to upload the approval letter. Click **"Save"**.

Next, select the **"Signature Page"** by clicking on the form name. Review the **"Grant Agreement"** section.

Click **"Edit"** to enter the county or reservation Tax ID Number.

Select the appropriate section (Tribal or County) in the Signature Block. Check the **"Authorized Representative"** box or **"Weed Coordinator"** box and complete the name, title, and date fields. Click **"Save"** and **"Mark as Complete"** when finished.

Special County/Reservation \$7,500 Grant

WebGrants Application Instructions

Application: 72040 - Test County 2019 Special County/Reservation Grant	
Program Area:	AGR Noxious Weed Trust Fund
Funding Opportunities:	72036 - AGR Noxious Weed Trust Fund FY19 Special County/Reservation Grant Application
Application Deadline:	11/01/2018
Requested Total:	\$7,500.00

Instructions

GRANT AGREEMENT

I. LEGAL REQUIREMENTS: The applicant shall perform the services required in accordance with all federal, state, and local laws and statutes and all applicable rules, regulations and standards. The applicant shall use generally accepted accounting procedures and allow the MDA agents and legislative auditor or analyst to audit all reports and documents associated with this project.

II. LITIGATION: In the event of litigation concerning this agreement, venue shall be in the First Judicial District in and for the County of Lewis and Clark in the State of Montana.

III. WORKERS COMPENSATION: It is mutually agreed that the applicant and its employees, agents, cooperators, and independent contractors are not employees of the State of Montana nor of the MDA and are not covered by the Workers Compensation laws applicable to the MDA as an employer. The applicant agrees to maintain proof of Workers' Compensation coverage.

IV. INDEMNITY AND LIABILITY: The applicant shall indemnify and hold harmless the MDA and the state of Montana and its agents and employees from and against any and all claims, or other damages and attorney fees to persons or entities arising out of or resulting from the performance of this agreement, or the results of this agreement, provided such damage to property or injury to persons is due, in whole or in part, to the omission, intentional or negligent act of the applicant or any of its employees, or cooperators.

V. REPORTING: The applicant shall reference this grant agreement in any public document with an MDA grant number (to be assigned upon issuance, refer to front page of grant agreement after final approval).

We understand that failure to comply with the above provisions will provide grounds for denying any future grant requests. This grant shall be included as part of the standard county audit.

The signatory agrees to all the requirements and conditions associated with this grant application and grant agreement and shall be considered part of this agreement. Upon the Director's signature, or the Director's designee, this application and agreement becomes a binding agreement.

TAX ID#

Please enter your County or Reservation Tax ID#.

TAX ID#*

Signature Block

Tribal Use Only:

By checking this box and typing my name I certify I am an authorized representative for the Reservation and concur with the grant expenditures that will be used to facilitate noxious weed activities. (all fields must be entered)

Authorized Representative ☐ 

Enter full name Title Date

County Use Only:

By checking this box and typing my name I certify I am an authorized representative for the Weed District and that I have notified the County Commissioners and County Weed Board of the expenditures in this grant application. I also certify that I contacted the County Clerk & Recorder to confirm that the county weed district has an established 2140 and/or 2640 fund, and the budget figures on this grant application are true and correct. (all fields must be entered)

Authorized Representative ☐ 

Enter full name Title Date

Click **"Save"** and **"Mark as Complete"**.

If a change needs to be made 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. WebGrants will not allow the application to be submitted until each form is marked as complete.

Special County/Reservation \$7,500 Grant WebGrants Application Instructions

Application: 72040 - Test County 2019 Special County/Reservation Grant		
Program Area: AGR Noxious Weed Trust Fund Funding Opportunities: 72036 - AGR Noxious Weed Trust Fund FY19 Special County/Reservation Grant Application Application Deadline: 11/01/2018 Requested Total: \$7,500.00		
Instructions <i>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.</i>		
Application Forms		
	Application Details Submit Withdraw	
Form Name	Complete?	Last Edited
General Information	✓	06/15/2018
Budget- County/Reservation	✓	06/15/2018
Other Attachments	✓	06/15/2018
Signature Page FY17 Special County/Reservation Grant	✓	06/15/2018

Click **Submit** when all forms are completed.