

Grantee Instructions – Extension Request

1. Logging into the WebGrants at <https://mtagr.webgrantscloud.com/index.do>

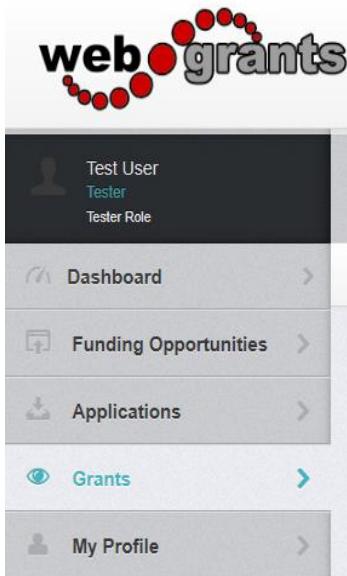
Note: Use the WebGrants Menu, not the Browser Menu to navigate system.

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.

4. Once you have selected the Grant, you will be directed to the Grant Components.

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Grant Components

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	Aug 18, 2025 10:28 AM - Greta Dige
Claims	
Plan of Work	
Status Reports	
Budget	
Revegetation Worksheet	
Other Attachments	
Contract Documents	
Weed Management Plan	
Contract Amendments	
Correspondence	
Funding Opportunity	
Application	

5. Select Contract Amendments from the list of Grant Components.
6. Click on Add Amendment.

Contract Amendments

ID	Type	Status	Title	Last Submitted Date
No data available in table				

+ Add Amendment

7. Choose the Amendment Type and select Contract Extension. Enter Title as Extension Request. When complete, click Save Form.

General Information - Amendment - Edit

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status:

Amendment Type: Budget Revision

Title:

- Budget Revision
- Program/Scope of Work Revision
- Unspent Funds
- Contract Approval
- Contract Extension

8. Click on the Contract Extension Request form listed under Component list. Edit mode is triggered if it is the initial amendment.

Amendment Details

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.

Amendment cannot be Submitted Currently

- Amendment components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 18, 2025 10:43 AM - Greta Test
Contract Extension Request		

9. Complete the form noting specific reasons for the extension request, and any changes to the Planned Educational Events. Click Save Form when complete.

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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. 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 the current contract term date.

Specific reasons for extension request:

Planned Project Activities - Multi-List

Click "Add" (at right) to build a timeline of activities for your project starting on April 1st. 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. Click "Save" (at top) when done with that activity. Repeat steps to add additional planned project activities. If a change is needed on an activity that has been added, click on the month in the Time Period column to re-open the entry. The Activity Description character maximum is 350.

Time Period	Year	Activity Description
No Data for Table		

Planned Education Events - Edit

Click "Edit" (at top) to select which events will be a part of your grant project and provide a brief description (250 character maximum). Click "Save" when done with this component of the form. The Advisory Council recommends that you contact the Statewide Education Campaign Coordinator at 883-3736 to discuss education components of your project.

Event Type	Planned?	Describe Event
Landowner meeting(s):	Yes	No
Weed tours/floats:	Yes	No

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

Planned Project Activities - Multi-List

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Time Period	Year	Activity Description
No Data for Table		

Last Edited By: Greta Test - Aug 18, 2025 11:10 AM

Add Entry

11. Complete the form to update activity dates. Click Save Row to save the entry. For additional changes see step 10 and repeat.

Planned Project Activities

Click "Add" (at right) to build a timeline of activities for your project starting on April 1st. 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. Click "Save" (at top) when done with that activity. Repeat steps to add additional planned project activities. If a change is needed on an activity that has been added, click on the month in the Time Period column to re-open the entry. The Activity Description character maximum is 350.

Time Period*	Year*	Activity Description*
January		
February		
March		
April		
May		
June		
July		

Save Row

12. If contract amendment is ready, completed forms are signified by green check marks in the Complete? column, click on Submit Amendment.

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Amendment Preview Attachment Alert History Map

Amendment Details

✓ Submit Amendment

✗ Withdraw

⌚ Preview Amendment

• Amendment is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Feb 14, 2020 10:41 AM - Test User
Test Amendment Form	✓	Feb 14, 2020 10:45 AM - Test User

13. A popup appears, read and click OK. Confirmation will be shown letting you know that your extension request has been submitted.

Department staff will review your request.

If the request is approved, you will be sent 2 copies of the Contract Supplemental Agreement. Obtain the required signatures and return one original agreement to MDA.

When the agreement has been received by MDA, staff will make changes to your grant. You can login to WebGrants at <https://mtagr.webgrantscloud.com/index.do> to view the updates your grant components.