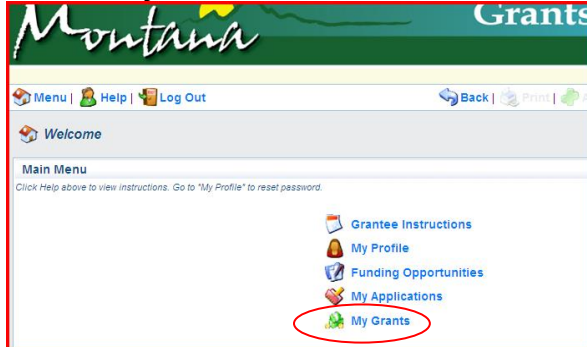


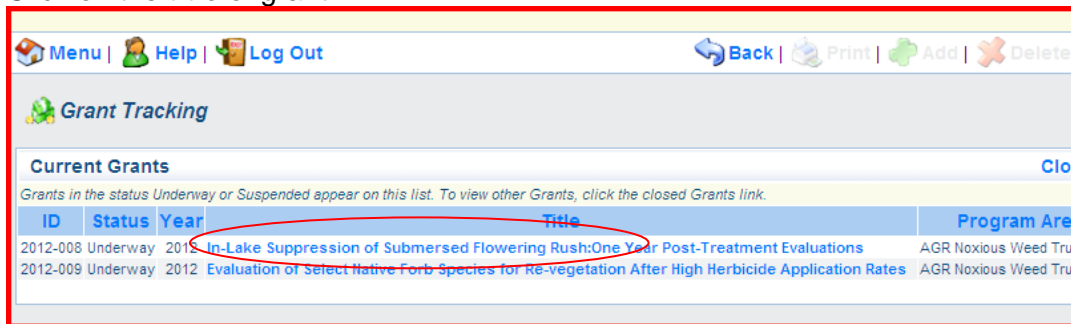
Grantee Instructions – Extension Request

Log into WebGrants at www.fundingmt.org

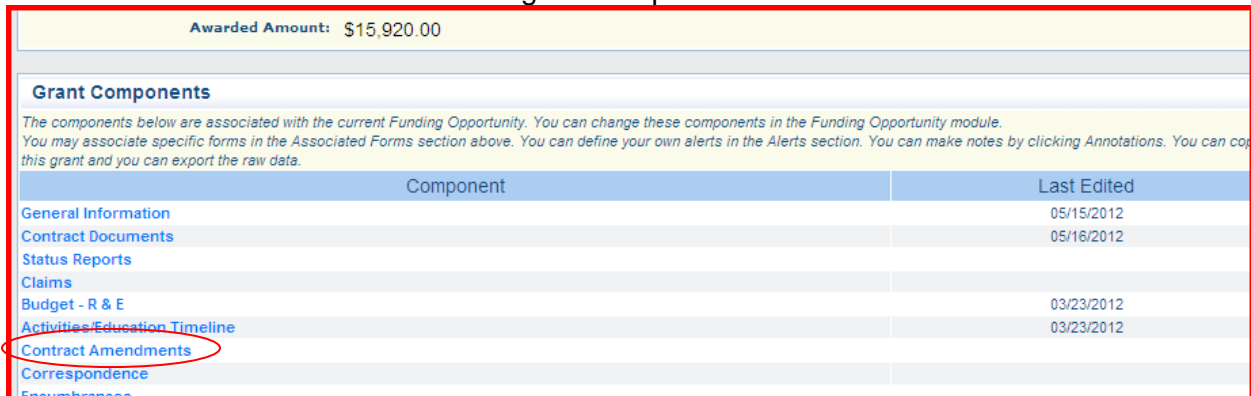
Click on **My Grants**



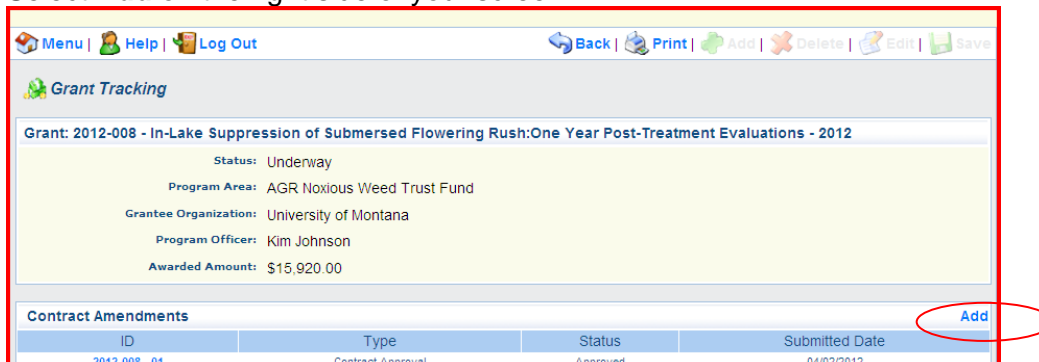
Click on the **title** of grant



Click on **Contract Amendments** in the grant components.



Select **Add** on the right side of your screen



Enter the grant **title** and number. Select **Contract Extension** from the drop down. Click **Save**.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant Tracking

General Information

(limited to 250 characters) **Title:** TEST2014 ED - TEST EDU FY14

Contract Amendment Type: **Contract Extension**

Click **Return to Components**.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Return to Components** | Save

Grant Tracking

General Information

ID: 12022
Title: TEST2014 ED - TEST EDU FY14 #3
Amendment Type: Contract Extension
Status: Editing

Last Edited By: Dave Burch, 08/15/2013

Click on the **Contract Extension Request**.

Contract Amendment

Contract Amendment: 04

Grant: TEST2014 ED-TEST EDU FY14
Status: Editing
Program Area: AGR Noxious Weed Trust Fund
Grantee Organization: Dave Weed Company
Program Manager: Dave Burch
Submitted Date:

Instructions
 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.

| Components | | Preview | Submit |
|-----------------------------------|-----------|-------------|--------|
| Name | Complete? | Last Edited | |
| General Information | ✓ | 08/15/2013 | |
| Contract Extension Request | | 08/15/2013 | |

Click **Edit** at the top of the screen.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Contract Amendments

Contract Amendment: 03

Grant: TEST2014 ED-TEST EDU FY14
Status: Editing
Program Area: AGR Noxious Weed Trust Fund
Grantee Organization: Dave Weed Company
Program Manager: Dave Burch
Submitted Date:

Contract Extension Reason [Mark as Complete](#) | [Return to Components](#)

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 prior to September 30th. 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 October 31st.

Specific reasons for extension request Test

Complete the form noting specific reasons for the extension request, and any changes to the planned events. Click Save when complete.

Contract Amendments

Contract Amendment: 02

Grant: TEST2014 ED-TEST EDU FY14

Status: Editing

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Dave Weed Company

Program Manager: Dave Burch

Submitted Date:

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 prior to September 30th. 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 October 31st.

Specific reasons for extension request:

Planned Project Activities

Click on "Add" (at right) to build a timeline of activities for your project starting on April 1st for up to one year. 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. Then click "Save" (at top) when done with that activity. Repeat steps to add more planned project activities. The Activity Description character max is 350.

| Time Period | Year | Activity Description |
|-------------|------|----------------------|
| April | 2014 | EDU |

Planned Education Events

Click on "Edit" (at top) to select which events will be a part of your grant project and provide a brief description (250 character max). Then click "Save" when done with this component of the form.

| Event Type | Planned? | Describe Event |
|-----------------------|---|---|
| Landowner meeting(s): | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text" value="Change this section if needed..."/> |

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

Contract Amendment: 02

Grant: TEST2014 ED-TEST EDU FY14

Status: Editing

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Dave Weed Company

Program Manager: Dave Burch

Submitted Date:

[Mark as Complete](#) | [Return to Components](#)

Specific reasons for extension request: Reasons for extension request...

Planned Project Activities [Add](#)

Click on "Add" (at right) to build a timeline of activities for your project starting on April 1st for up to one year. 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. Then click "Save" (at top) when done with that activity. Repeat steps to add more planned project activities. The Activity Description character max is 350.

| Time Period | Year | Activity Description |
|-------------|------|----------------------|
| April | 2014 | EDU |

Planned Education Events

Click on "Edit" (at top) to select which events will be a part of your grant project and provide a brief description (250 character max). Then click "Save" when done with this component of the form.

| Event Type | Planned? | Describe Event |
|-----------------------|----------|----------------------------------|
| Landowner meeting(s): | Yes | Change this section if needed... |

Complete the form to update activity dates. Click Add for additional changes.

Planned Project Activities

Click on "Add" (at right) to build a timeline of activities for your project starting on April 1st for up to one year. 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. Then click "Save" (at top) when done with that activity. Repeat steps to add more planned project activities. The Activity Description character max is 350.

Time Period*

Year*

Activity Description*

When finished, click Mark as Complete, and Submit. A popup appears. Read and click OK. A confirmation will be shown letting you know that your extension request has been submitted.

Department staff will review your request.

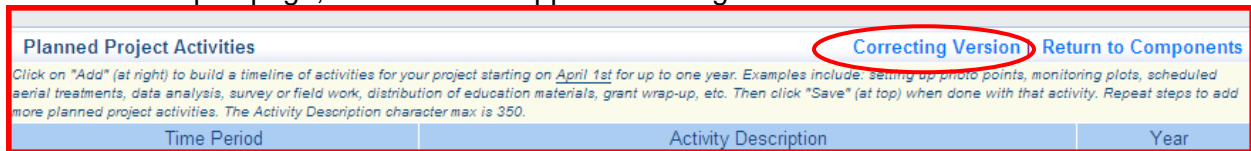
If the request is approved, you will receive be sent 2 copies of the Contract Supplemental Agreement. Obtain the required signatures and return one original agreement to MDA.

When agreement has been received by MDA, you will receive an email alert directing you to login to WebGrants at <https://fundingmt.org> so that you can update your grant components to reflect the approved changes.

Click on My Grants, then on the title of the grant.

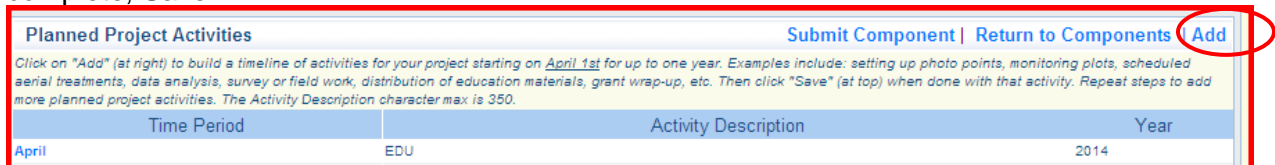
Click on the Activities/Education Timeline component. Click on **Correcting Version**.

Click Edit at top of page, and make the approved changes. Save.



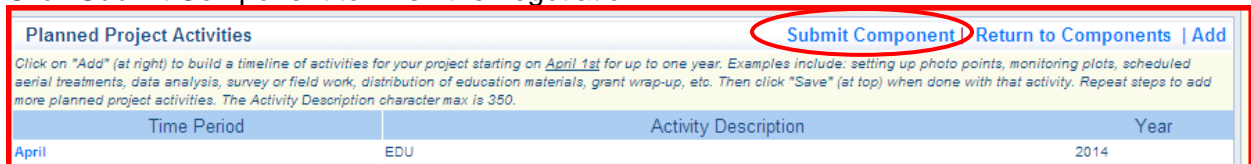
The screenshot shows the 'Planned Project Activities' section of a web application. At the top right, there are two links: 'Correcting Version' and 'Return to Components'. The 'Correcting Version' link is circled in red. Below the links is a table with three columns: 'Time Period', 'Activity Description', and 'Year'. The table is currently empty.

Click Add on the Planned Project Activities to make the approved changes in this section. When complete, Save.



The screenshot shows the 'Planned Project Activities' section. At the top right, there are three links: 'Submit Component', 'Return to Components', and 'Add'. The 'Add' link is circled in red. Below the links is a table with three columns: 'Time Period', 'Activity Description', and 'Year'. The table contains one row with the following data: 'April' in the 'Time Period' column, 'EDU' in the 'Activity Description' column, and '2014' in the 'Year' column.

Click Submit Component to finish the negotiation.



The screenshot shows the 'Planned Project Activities' section. At the top right, there are three links: 'Submit Component', 'Return to Components', and 'Add'. The 'Submit Component' link is circled in red. Below the links is a table with three columns: 'Time Period', 'Activity Description', and 'Year'. The table contains one row with the following data: 'April' in the 'Time Period' column, 'EDU' in the 'Activity Description' column, and '2014' in the 'Year' column.

A popup appears. Read and click OK. A confirmation will be shown letting you know that you have successfully submitted the approved extension updates.