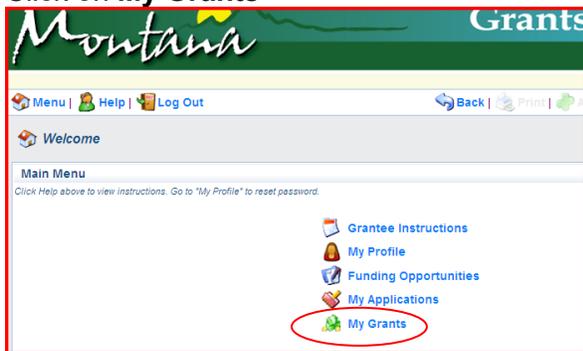
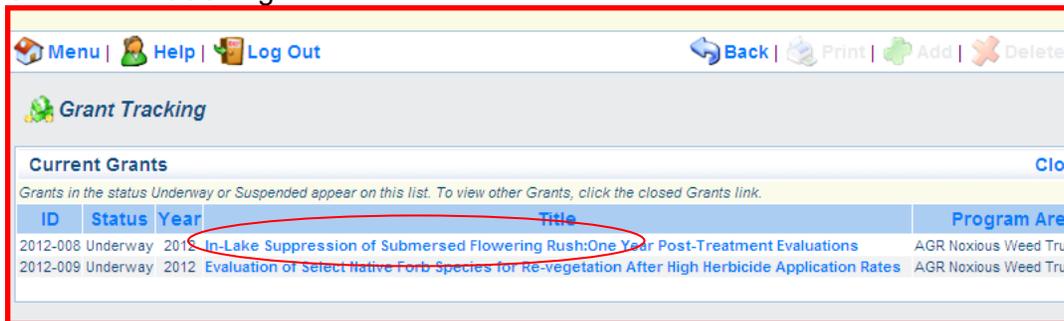


Budget Revision Instructions- Continuing and New Local Cooperatives

Log into WebGrants at www.fundingmt.org
Click on **My Grants**



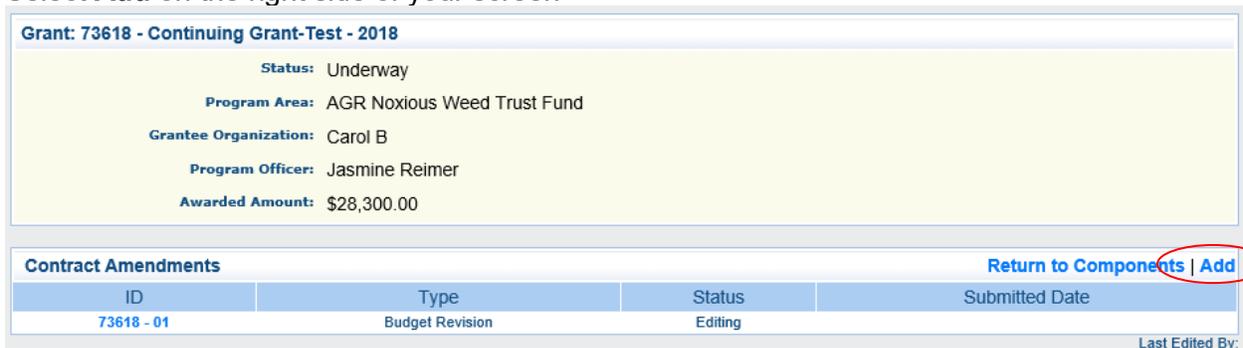
Click on the **title** of grant



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



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



Enter the grant **title** and number. Select **Budget Revision** from the drop down. Click **Save**.

The screenshot shows the 'Grant Tracking' interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is circled in red. Below the navigation is the 'Grant Tracking' header. The main section is 'General Information', which includes a 'Title' text input field (circled in red) with a note '(limited to 250 characters)' and a 'Contract Amendment Type' dropdown menu (circled in red) currently set to 'Budget Revision'.

Click on the Return to Components.

The screenshot shows the 'Grant Tracking' interface after saving. The 'General Information' section displays the following details: ID: 88887, Title: Test Budget Revision, Amendment Type: Budget Revision, and Status: Editing. A 'Return to Components' link is circled in red. At the bottom right, it says 'Last Edited By: Jasmine Test, 09/10/2019'.

Click **Herbicide Worksheet**.

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	✓	12/19/2018
Herbicide Worksheet	✓	12/19/2018
Revegetation Worksheet	✓	12/19/2018
Budget	✓	12/19/2018

If no changes are needed to the Herbicide Worksheet, simply open the form and click **Edit**, **Save**, and **Mark as Complete**.

If changes are needed, click on each herbicide (**in blue**) that needs to be changed and adjust acres treated ONLY. If costs need to be changed please contact the NWTF Grant Coordinator 444-7882.

Continue to change each herbicide or tank mix as necessary. Try to get the total 50% cost share as close as possible to your awarded amount (MDA staff can make final adjustments).

Click **Edit**, **Save**, and **Mark as Complete**.

Click **Revegetation Worksheet**.

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	✓	12/19/2018	
Herbicide Worksheet	✓	12/19/2018	
Revegetation Worksheet	✓	12/19/2018	
Budget	✓	12/19/2018	

If no changes are needed to the revegetation Worksheet, simply open the form **Mark as Complete**.

If changes are needed, click on each seed mix (**in blue**) that needs to be changed and adjust acres reseeded ONLY. If costs need to be changed please contact the NWTF Grant Coordinator 444-7882.

Continue to change each seed mix necessary. Try to get the total 50% cost share as close as possible to your awarded amount (MDA staff can make final adjustments).

Click **Edit, Save, and Mark as Complete**.

Next,
Click **Budget**

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	✓	12/19/2018	
Herbicide Worksheet	✓	12/19/2018	
Revegetation Worksheet	✓	12/19/2018	
Budget	✓	12/19/2018	

Click **Edit**. If changes are needed in the non-herbicide budget, make the appropriate adjustments.

Click **Save**. Check the totals for non-herbicide budget, herbicide worksheet, and revegetation worksheet against the total amount your grant was awarded for. Try to get the total grant funds and match funds as close as possible to your awarded amount (MDA staff can make final adjustments)..

Total Budget			
Totals	Total Grant Funds	Total Match Funds	
Total Budget	\$28,650.00	\$23,650.00	

Mark as Complete. Click Submit

A popup appears. Read and click OK. A confirmation will be shown letting you know that your budget revision request has successfully been submitted.

Department staff will review your request and if approved, will update the grant forms and budget. For assistance, please contact Greta Dige great.dige@mt.gov / 444-7882 or Carol Bearden cbearden@mt.gov / 444-7880. Thank you.