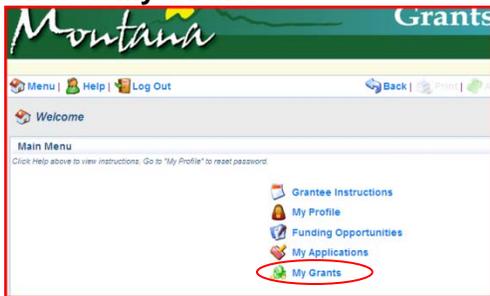


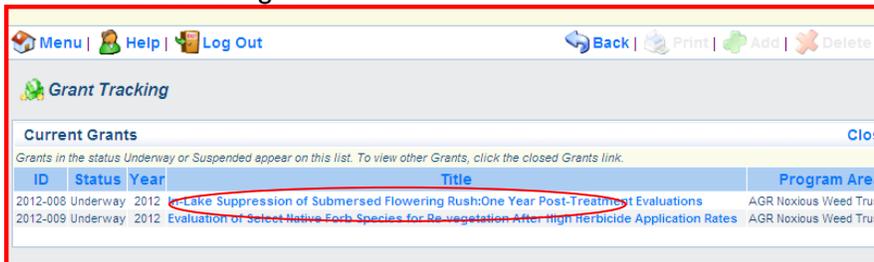
## [Grantee Instructions – Herbicide / Budget Revision for Local Cooperative Grant](#)

Log into WebGrants at [www.fundingmt.org](http://www.fundingmt.org)

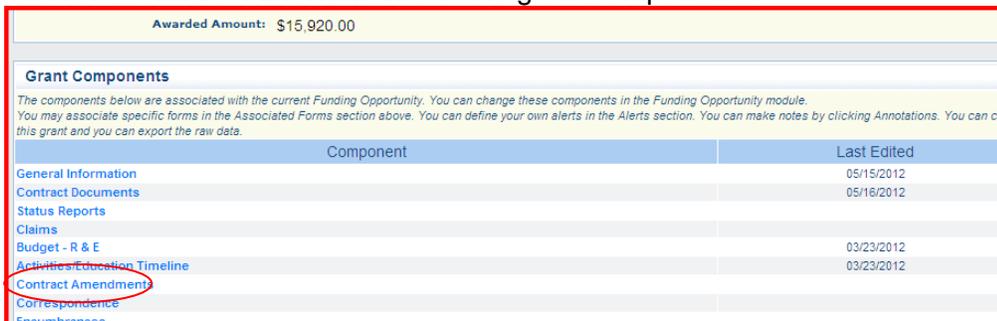
Click on **My Grants**



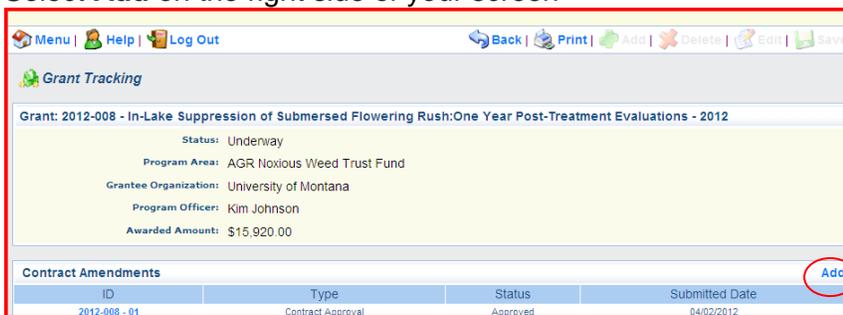
Click on the **title** of grant



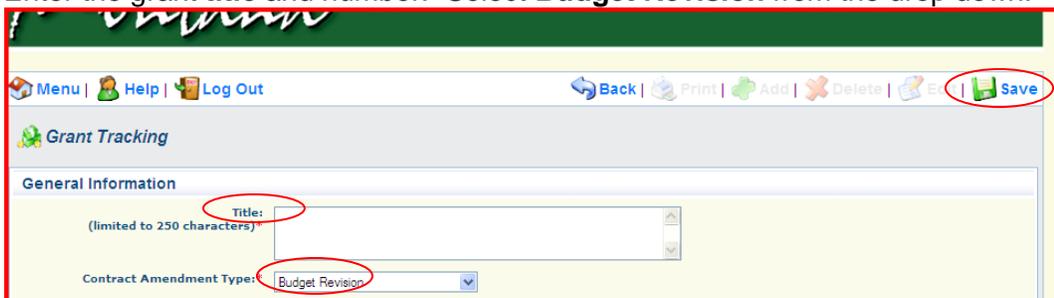
Click on **Contract Amendments** in the grant components.



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



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



This will return you to the screen shown below. Click on the contract amendment that you just created.

**Grant Tracking**

Grant: test 05369 - TEST Local Coop - New FY13 - 2000

Status: Underway

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Kim's Org Group

Program Officer: Kim Johnson

Awarded Amount: \$24,575.59

ID	Type	Status	Submitted Date
test 05369 - 01	Budget Revision	Editing	
test 05369 - 02	Budget Revision	Editing	

Last Edited By:

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

Menu | Help | Log Out

Back | Print | Add | Delete | **Edit** | Save

Contract Amendments

Contract Amendment Details

test 05369-TEST Local Coop - New FY13

Print to PDF | Withdraw

Click **Budget**. Click **Edit**.

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	Name	Complete?	Last Edited
General Information		✓	01/22/2013
<b>Budget</b>			01/22/2013

Preview | Submit

Complete the form noting the reasons for the change and entering the requested revised budget.

Submitted Date:

**Reasons**

Specific reasons for revised budget:

**Budget**

Expenditure Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	Revised Grant Funds	Revised Match Funds
salaries	\$0.00		\$0.00		\$0.00	\$0.00
benefits	\$0.00		\$0.00		\$0.00	\$0.00
contracted services - Other	\$0.00		\$0.00		\$0.00	\$0.00

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

If the contract amendment request is approved, you will receive an email alert directing you to Login to WebGrants at <https://fundingmt.org> to make the approved changes to your grant component(s).

If the requested changes include revisions to herbicide costs, MDA staff will negotiate the Herbicide Worksheet Component **first** and then the Budget Component.

Login to WebGrants (<https://fundingmt.org>)

Click on “My Grants”. Click on the title of the grant in the Name column to get to the Grant Components.

Make sure you know the dollar amounts that you requested on the revised budget contract amendment form. Either write those numbers down or print the Contract Amendment – Budget Revision so when you are making the adjustments to the herbicide worksheet you can see the changes to the contracted services category and supplies & materials category by looking at the **Total 50% Share** in the Totals section of the herbicide worksheet.

Click on the “Herbicide Worksheet”. **Click on “Correcting Version”** to edit the herbicide worksheet to reflect the changes on the approved Contract Amendment – Budget Revisions form.

Grant Tracking

Grant: TEST 3 March - TEST MARCH Bridger LC-NEW - 2000

Status: Underway

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Carol B

Program Officer: Kim Johnson

Awarded Amount: \$20,650.00

Single Herbicide - Private Applicator

[Correcting Version](#) | [Return to Components](#)

Make adjustments to the “Acres Treated” to achieve the moving of grant funds between Herbicide – Supplies & Materials and Herbicide – Contracted Services. To do this click on the name of the herbicide to open that entry so you can make the appropriate adjustments. **REMEMBER:** you **cannot** add a new herbicide – **only** adjust the acres to be treated or application cost (example: treating more or less acres aerially or on the ground) for the chosen project herbicides. If there is a single herbicide or tank mix that is not going to be used, **do not delete** the entry, **enter zero** in “Acres Treated” and “Application Cost per Acre” if it is in the Commercial Applicator part of the worksheet.

Versions

**→** Negotiated Version: This is a negotiated version. This version may be submitted for consideration. You may edit this version before you submit it.

Single Herbicide - Private Applicator

[Submit Component](#) | [Return to Components](#) | [Add](#)

Click on “Add” to enter a herbicide product for this project. Click on “Save” when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients	Cost/oz.	Rate	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Acres Treated	Total Amount	50% Cost Share
							0.00	\$0.00	\$0.00

Herbicide Tank Mix - Private Applicator

[Add](#)

Click on “Add” to enter a herbicide product for this project. Click on “Save” when done, then repeat the steps until all the herbicide products are listed.

Herbicide Tank Mix	Cost/Acre	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Acres Treated	Total Amount	50% Cost Share
Milestone / Escort - 7oz / 1oz	22.00000000	Ground	None	0.00	Canada Thistle	1240.0	\$27,280.00	\$13,640.00
						1,240.00	\$27,280.00	\$13,640.00

Single Herbicide - Commercial Applicator

[Add](#)

Click on “Add” to enter a herbicide product for this project. Click on “Save” when done, then repeat the steps until all the herbicide products are listed.

Active Ingredients	Cost/oz.	Rate	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Application Cost per Acre	Acres Treated	Total Amount	50% Cost Share
Aminopyralid (Milestone)	2.14285700	7.0	Ground	Hi Lite Blue Dye + Surfactant (non-ionic)	6.00000001	Canada Thistle	\$55.00	185.0	\$14,060.00	\$7,030.00
							\$55.00	185.00	\$14,060.00	\$7,030.00

Herbicide Tank Mix - Commercial Applicator

[Add](#)

Click on “Add” to enter a herbicide product for this project. Click on “Save” when done, then repeat the steps until all the herbicide products are listed.

Herbicide Tank Mix	Cost/Acre	Application Type	Herbicide Additive	Cost/Acre	Weeds to be Treated	Application Cost per Acre	Acres Treated	Total Amount	50% Cost Share
							0.00	\$0.00	\$0.00

Totals

If you have selected “Other-County Listed” as a weed to be treated in any of the sections above, please enter the name(s) of the County Listed weed you are planning to treat. If you enter more than one weed name, separate each weed name with a comma.

Other-County Listed Weeds

Total Acres Treated:	1425.0			
Total 50% Share	\$7,030.00			
	Contracted Services	\$13,640.00	Supplies/Materials	
Adjust Budget amount	(\$30.00)	Contracted Services	\$10.00	Supplies/Materials

NOTE: If the grant dollar amounts do not come out exactly to what you entered on the Revised Budget Request Form, then use the “Adjust Budget Amount” to make that correction by clicking on “Edit”. Click on “Submit Component” when you have the herbicide worksheet accurately revised.

**When department staff has reviewed your herbicide worksheet changes, an alert from WebGrants is sent and the Budget Component is unlocked for the remaining adjustments.**

Login to WebGrants (<https://fundingmt.org>), click on “My Grants”, click on the title of the grant in the Name column to get to the Grant Components.

**Click on “Budget”. Click on “Correcting Version”** to edit the herbicide worksheet to reflect the changes on the approved Contract Amendment – Budget Revisions form.

Grant Tracking

**Grant: TEST 3 March - TEST MARCH Bridger LC-NEW - 2000**

**Status:** Underway  
**Program Area:** AGR Noxious Weed Trust Fund  
**Grantee Organization:** Carol B  
**Program Officer:** Kim Johnson  
**Awarded Amount:** \$20,650.00

**Budget**

[Correcting Version](#) | 
 [Return to Components](#)

Enter your budget information for your project here (narrative character max is 350), then click on "Save" when done with form. Click on "Edit" (at top) to make any changes.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Salaries	\$0.00		\$0.00	
Benefits	\$0.00		\$0.00	
Contracted Services - Other	\$0.00		\$0.00	
Supplies & Materials - Other	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	

**Contracted Services - Herbicide**

This expense category is only for commercial applicator work in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Herbicide	\$19,000.00		\$7,000.00	

**Supplies & Materials - Herbicide**

This expense category is only for landowner applied herbicides in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Supplies & Materials - Herbicide	\$1,650.00		\$13,620.00	

Click on "Edit" to update the herbicide narratives and matching funds narratives and dollar amounts.

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

### Grant Tracking

**Grant: TEST 3 March - TEST MARCH Bridger LC-NEW - 2000**

Status: Underway  
 Program Area: AGR Noxious Weed Trust Fund  
 Grantee Organization: Carol B  
 Program Officer: Kim Johnson  
**Awarded Amount: \$20,650.00**

**Versions**  
 Negotiated Version: This is a negotiated version. This version may be submitted for consideration. You may edit this version before you submit it.

**Budget** [Submit Component](#) | [Return to Components](#)

Enter your budget information for your project here (*narrative character max is 350*), then click on "Save" when done with form. Click on "Edit" (at top) to make any changes.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Salaries	\$0.00		\$0.00	
Benefits	\$0.00		\$0.00	
Contracted Services - Other	\$0.00		\$0.00	
Supplies & Materials - Other	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	

**Contracted Services - Herbicide**

This expense category is only for commercial applicator work in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - Herbicide	\$19,000.00		\$19,000.00	

**Supplies & Materials - Herbicide**

This expense category is only for landowner applied herbicides in the project and **REQUIRES** a 50/50 match. Click on "Edit" to enter the grant funds narrative and matching funds and narrative. Time Saver: you can highlight the grant dollars, copy, and paste into the matching funds edit box. If you have other expenses use the above budget section.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Supplies & Materials - Herbicide	\$1,650.00		\$1,650.00	

**Total Budget**

Expense Category	Total Grant Funds	Total Match Funds
Total Budget	\$20,650.00	\$20,620.00

**Total In-Kind Contributions**

Provide a narrative describing planned in-kind contributions for the project. Go to "Help" (at top) for more information.

**Total In-Kind Contributions:** 0

Make the necessary changes, click on "Save", then double check to make sure the Awarded Amount and the Total Grant Funds are the same. When completed, click on "Submit Component". Department staff will review the submitted Budget Component and when approved it will become the current budget version.