

Status Report Instructions for Special County / Reservation Grants

- Login to WebGrants at <https://fundingmt.org> then click on “My Grants”.
- Click on the name of the grant that you would like to complete a status report.
- The Grant Components page is open for you to click on “Status Reports”

Grant Components	
Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Opportunity	-
Application	-

- Click on the status report title in blue in the “ID” column to open the status report’s components page. **Note:** There will be a status report already created named with the grant number and “-01”. Submit this report; **DO NOT** create a new status report.
- Click on Budget Status Report – Special County and Reservation to enter the status of the grant activities.

Components		Preview	Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/17/2013	
Budget Status Report - Special County and Reservation	✓	09/17/2013	

- Click on “Edit” to open the form so that you can complete the required components.
- Complete the Funds Expended column and the General Grant comments section. If equipment was purchased or capital improvements were completed, attach a photo in the documentation section.

Financial Narrative & Project Description

Select Yes, No, or N/A from the dropdown list in the Funds Expended column to indicate if the grant dollars were used according to the budget or if an expense category was not used select N/A. Click on "Edit" to access the dropdown list if it is not visible. Also, the Grant Type and General Grant Comments sections are required fields and must be completed before saving the form.

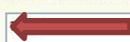
Category	Amount	Description	Funds Expended?
Salaries	\$0.00		▼
Benefits	\$0.00		▼
Supplies & Materials	\$7,500.00	TEST	Yes ▼
Contracted Services	\$0.00		▼
Equipment	\$0.00		▼
Repair & Maintenance	\$0.00		▼

Documentation

If equipment was purchased or a capital improvement was completed with grant money, please attach a photo of the equipment/capital improvement or for multiple pictures - put them in a Word file and attach the file. Do not click on "Edit" and then try to attach a file - the form must be out of edit mode and you just need to click on the below icon to upload a picture file. File SIZE must be less than 1 MB.

Equipment Documentation 

Please provide detailed information about expending the grant funds (for example: bought more parts, office supplies, etc. or repairs were more expensive than estimated in budget or spent according to grant budget) and also provide reasons if the grant funds were not spent according to the above budget and how you propose to use this grant. This is a required section and must have some information in the comment box in order to save the form.

General Grant Comments* 

- Save the form - as usual you can update the form by click on “Edit” to open the form up if changes are needed.
- If you are finished with the form, click on “Mark as Complete”.
- Click Submit. Please contact Dave Burch at 444-3140 if you have any questions.