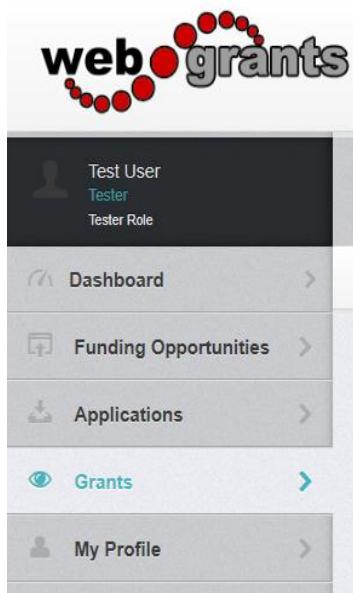


Grantee Instructions – Budget Revision

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. 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.

A screenshot of the 'Grant' application showing the 'Active Grants' list. The title bar says 'Grant' and 'List of all current grants'. The top menu includes 'Back', 'Print', 'Help', and 'Log Out'. Below the menu, there are tabs for 'Active Grants' (which is selected) and 'Closed Grants'. A sub-header 'Active Grants' is followed by a message 'All active grants are listed below.' A table lists grants with columns: ID, Status, Year, Title, Organization, Program Area, and Funding Opportunity. One grant is listed: ID 6874984321, Status Underway, Year 2019, Title DTPI - 9-20-19, Organization Grantee Organization, Program Area TEST-Test Program Area, and Funding Opportunity 2-Example Funding Opportunity.

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

5. Select Contract Amendments from the list of Grant Components.

Grantee Instructions – Budget Revision

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	

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 Budget Revision. 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*:

Title*:
Program/Scope of Work Revision
Unspent Funds
Contract Approval
Contract Extension

Save Form

8. Click on the **Budget Revision** Request form listed under Component list. Edit mode is triggered if it is the initial entry.

[Amendment Preview](#) [Attachments](#) [Alert History](#) [Map](#)

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.

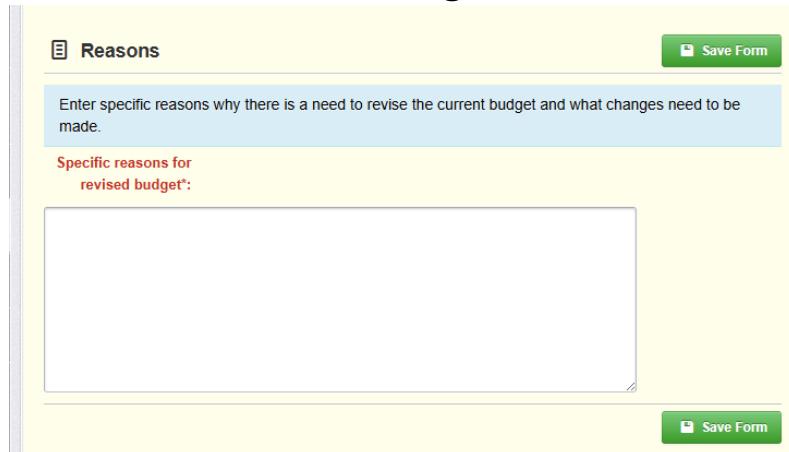
Amendment cannot be Submitted Currently

- 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 **revision** request. Click Save Form when complete.

Grantee Instructions – Budget Revision



Reasons

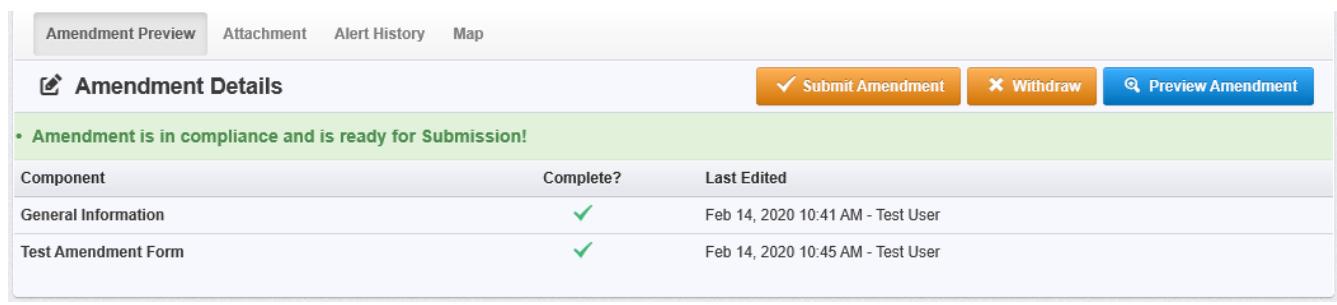
Save Form

Enter specific reasons why there is a need to revise the current budget and what changes need to be made.

Specific reasons for revised budget*:

Save Form

10. If **budget revision request** is ready, completed forms are signified by green check marks in the Complete? column, click on Submit Amendment.



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

11. A popup appears, read and click **OK**. Confirmation will be shown letting you know that your **budget revision** 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.