

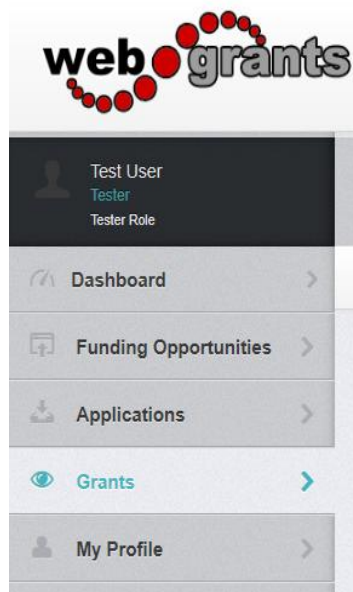
# Grantee Instructions – Budget Revision

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.

Grant						
List of all current grants						
<a href="#">Back</a> <a href="#">Print</a> <a href="#">Help</a> <a href="#">Log Out</a>						
<a href="#">Active Grants</a> <a href="#">Closed Grants</a>						
<b>Active Grants</b>						
All active grants are listed below.						
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	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 Preview Grant

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 Add Amendment

ID	Type	Status	Title	Last Submitted Date
No data available in table				

7. Choose the Amendment Type and select Budget Revision. Enter Title as Extension Request. When complete, click Save Form.

### General Information - Amendment - Edit

Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status:

Amendment Type: Budget Revision

Title: Budget Revision

Program/Scope of Work Revision


Unspent Funds

Contract Approval

Contract Extension

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 Preview Amendment

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

The screenshot shows a web form titled 'Reasons' with a green 'Save Form' button in the top right corner. Below the title is a light blue instruction box that reads: 'Enter specific reasons why there is a need to revise the current budget and what changes need to be made.' Below this is a red label 'Specific reasons for revised budget:' followed by a large, empty white text area for input. A second green 'Save Form' button is located at the bottom right of the form.

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

The screenshot shows a web interface with a navigation bar containing 'Amendment Preview', 'Attachment', 'Alert History', and 'Map'. Below this is a section titled 'Amendment Details' with three buttons: 'Submit Amendment' (orange with a checkmark), 'Withdraw' (orange with an X), and 'Preview Amendment' (blue with a magnifying glass). A green banner below the buttons states: '• Amendment is in compliance and is ready for Submission!'. Below the banner is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

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.