


# Herbicide - Revegetation – Budget Form Instructions

## Herbicide Worksheet

### Reminders:

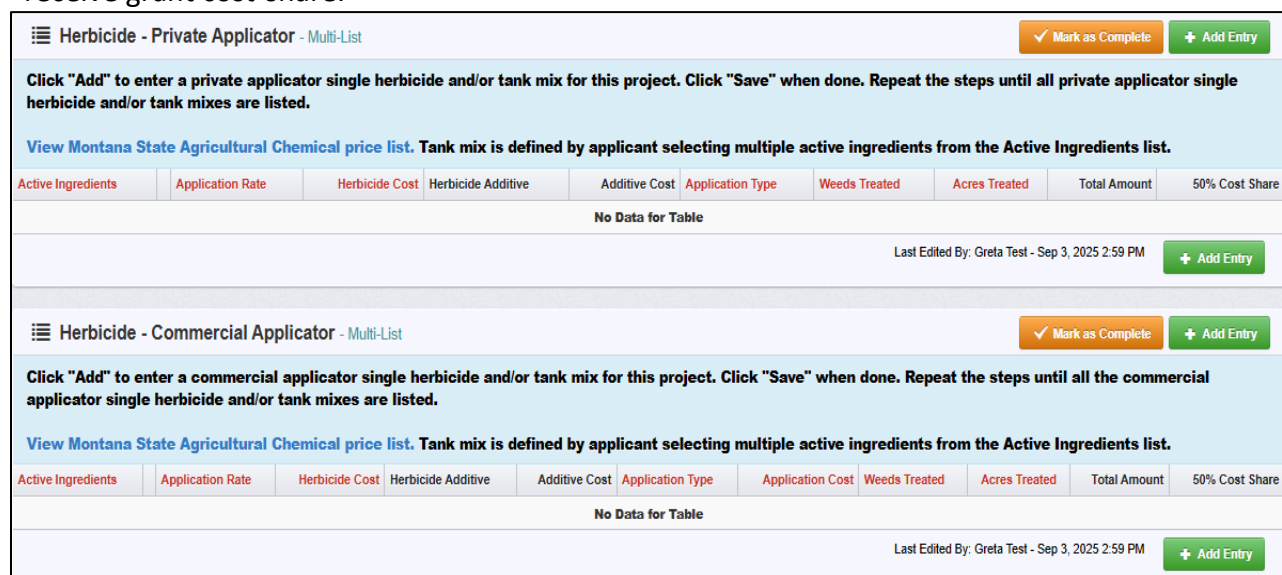
- **Herbicides listed and approved in the application are the ONLY herbicides allowed to receive grant cost-share.**
-  **Back** Always use the WebGrants back button - using the main browser back arrow may cause loss of data.
- Review herbicide labels to obtain their rates for noxious weeds to be treated with mixture.

The herbicide worksheet consists of two sections.

- The **Private Applicator** section is for herbicide costs associated with landowners applying a single herbicide and/or a tank mix of herbicides to their own land.
- The **Commercial Applicator** section is for herbicide costs associated with landowners hiring a commercial applicator to apply the herbicide(s) to their land. This includes purchasing herbicides for contractors to use.

## Herbicide – Private Applicator

1. To enter a Private Applicator for the project, click **Add Entry**. ONLY listed herbicides are allowed to receive grant cost-share.



**Herbicide - Private Applicator - Multi-List** ✓ Mark as Complete + Add Entry

Click "Add" to enter a private applicator single herbicide and/or tank mix for this project. Click "Save" when done. Repeat the steps until all private applicator single herbicide and/or tank mixes are listed.

[View Montana State Agricultural Chemical price list.](#) Tank mix is defined by applicant selecting multiple active ingredients from the Active Ingredients list.

Active Ingredients	Application Rate	Herbicide Cost	Herbicide Additive	Additive Cost	Application Type	Weeds Treated	Acres Treated	Total Amount	50% Cost Share
No Data for Table									

Last Edited By: Greta Test - Sep 3, 2025 2:59 PM + Add Entry

2. The Herbicide Private Applicator form. The instructions contain a link to state bid prices. Click **View Montana State Agricultural Chemical price list** to be taken to the current State Bid prices for chemicals and additives. Herbicide funding requests should be calculated at these prices.
3. **Active Ingredient:** Contains a list of active ingredients for commonly used herbicides in alphabetical order. Click on each ingredient(s) to add them. You can select multiple ingredients to make a tank mix.
  - a. EX: 2, 4-D Amine, Aminopyralid, Metsulfuron Methyl
4. **Application Rate:** Application rates **MUST** be specified in **Ounces per acre** and each rate must be separated by a slash (/). For partial ounces use decimal notation. Herbicides will show in alphabetical order. Use product label use listed application rates.
  - **Correct: 32/7/.5 – Rates are in the same order as the active ingredients listed.**
  - Not Correct: 32 oz / 7 oz / .5 oz – No need to added oz as rates are assumed they are in ounces.
  - Not Correct: 32/.5/7 – Rates out of order 2,4-D, Metsulfuron Methyl, and Aminopyralid are not in alphabetical order and need to corrected to 32/7/.5.

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget

5. **Herbicide Cost:** Use the [Montana State Agricultural Chemical price list](#) to obtain the price per ounce of herbicides. If selecting a tank mix be sure to add each herbicides cost together to Herbicide Cost for the mix.

- EX: 2, 4-D Amine cost/oz of \$.14; at a rate of **32** ounces comes to \$4.48,
- Aminopyralid cost/oz of \$2.27; at a rate of **7** ounces comes to \$15.89,
- Metsulfuron Methyl cost/oz of \$2.20, at a rate of **.5** ounces comes to \$1.10.
- Add them together  $\$4.48 + \$15.89 + \$1.10 = \$21.47$
- **\$21.47 is the Herbicide Cost.**

If you do not see a desired active ingredient in the list, please contact MT Dept of Agriculture Noxious Weeds Trust Fund staff for clarification and resolution.

**Active Ingredients\*:**

Select multiple by holding down the 'ctrl' key while selecting

**Tank Mix of 2, 4-D, Milestone, and Escort – Listed in alphabetical order.**

Application rate **MUST** be entered in the same order as the selected Herbicides as shown in the selection list (top to bottom). Application rates **MUST** be specified in Ounces per acre and each rate must be separated by a slash (/). For partial ounces use decimal notation. ex: 7 / .5 / 2

**Application Rate\*:**

Format: rate in oz / rate in oz / rate ....

**Herbicide Cost\*:**

Tank Mix total cost per acre

6. **Does your Herbicide cost differ from MT State price list?:** If your herbicide cost(s) differs, click **Yes** and complete the field on the form that requests an explanation.

**Does your Herbicide cost differ from MT State price list?\***

If Yes, explain cost difference:

7. **Herbicide Additive:** Additives include various surfactants and dye. Read herbicide label(s) for guidance. If you do not see a desired additive in the list, please contact MT Dept of Agriculture Noxious Weeds Trust Fund staff for clarification and resolution. If no additives are listed, be prepared for questions by council.

8. **Additive Cost:** Follow steps to produce an amount similar to **Herbicide Cost**.

If you do not see a desired additive in the list, please contact MT Dept of Agriculture Noxious Weeds Trust Fund staff for clarification and resolution.

**Herbicide Additive:**

Select multiple by holding down the 'ctrl' key while selecting

**Additive Cost:**

Cost per acre

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget

9. **Does your Additive cost differ from MT State price list?:** If your additive cost(s) differs, click **Yes** and complete the field on the form that requests an explanation.
10. **Application Type:** Select the application type from the dropdown list. Options are Aerial, Ground, and Other. Drones are considered aerial applications. If **ONLY** Ground applications are selected, **NO** aerial applications (fixed wing, helicopter, or drones) will be allowed to receive grant cost-share.
11. **Weeds Treated:** Review herbicide labels for species it treats, however not all of them may be listed. If treating county listed species, select **Other – County Listed**.
12. **Acres Treated:** Enter approximate acres this herbicide or tank mix will be used on. **\*\*Note: Use acres to adjust costs as herbicide/additive cost must remain at state bid costs.\*\***

Application Type\*: Gro... ▾

Weeds Treated\*:  
☐ Ox-Eye Daisy ☐ Canada Thistle  
☐ Spotted Knapweed

Select multiple by holding down the 'ctrl' key while selecting

Acres Treated\*: 50.00

Total Amount: \$869.50

50% Cost Share: \$435.00

Totals will auto populate once saved.

13. When finished with this entry, click **Save Row**. Repeat the steps until all Herbicide - Private Applicator cost share herbicides have been added.

Herbicide - Private Applicator - Multi-List ✓ Mark as Complete + Add Entry

Click "Add" to enter a private applicator single herbicide and/or tank mix for this project. Click "Save" when done. Repeat the steps until all private applicator single herbicide and/or tank mixes are listed.

View Montana State Agricultural Chemical price list. Tank mix is defined by applicant selecting multiple active ingredients from the Active Ingredients list.

Active Ingredients	Application Rate	Herbicide Cost	Herbicide Additive	Additive Cost	Application Type	Weeds Treated	Acres Treated	Total Amount	50% Cost Share
2,4-D Amine,Aminopyralid,Metsulfuron Methyl	32/7/.5	\$21.47	Surfactant (non-ionic)	\$1.50	Ground	Canada Thistle,Ox-Eye Daisy,Spotted Knapweed	50.00	\$1,148.50	\$574.00
							50.00	\$1,148.50	\$574.00

Last Edited By: Greta Test - Sep 11, 2025 12:53 PM + Add Entry

### Herbicide – Commercial Applicator

1. To enter **single herbicide(s) or tank mixes** applied by a **Commercial Applicator**, use the **Commercial Applicator** section and follow the same process as above.
2. Only Difference from the Private sections is the **dollar amount per acre** for the commercial applicator to treat the noxious weeds in **Application Cost** field.
  - **Application Cost:** Equates to labor costs. Think of it as cost for labor per hour. Be sure to contact the possible contractors to check their costs as well as their availability if the application is awarded.

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget

**Application Cost\*:**

Cost per acre

- When finished with this entry, click **Save Row**. Repeat the steps until all Herbicide - Private Applicator cost share herbicides have been added.

**Herbicide - Commercial Applicator** - Multi-List
✓ Mark as Complete
+ Add Entry

**Click "Add" to enter a commercial applicator single herbicide and/or tank mix for this project. Click "Save" when done. Repeat the steps until all the commercial applicator single herbicide and/or tank mixes are listed.**

**View Montana State Agricultural Chemical price list. Tank mix is defined by applicant selecting multiple active ingredients from the Active Ingredients list.**

Active Ingredients	Application Rate	Herbicide Cost	Herbicide Additive	Additive Cost	Application Type	Application Cost	Weeds Treated	Acres Treated	Total Amount	50% Cost Share
Picloram	32	\$13.76	Surfactant (non-ionic)	\$3.00	Aerial	\$150.00	Other - County Listed	100.00	\$16,676.00	\$8,338.00
								100.00	\$16,676.00	\$8,338.00

Last Edited By: Greta Test - Sep 11, 2025 1:21 PM
+ Add Entry

## Totals

- Click **Edit Form**, to list **Other-County Listed Weeds** included in this Trust Fund project to enter the names of the other-county listed weed(s).
- Total Acres Treated** and **Total 50% Share** cannot be edited as the pull information from entries in Herbicide – Private Applicator and Herbicide – Commerical Applicator.
- Click **Save Form** and return to form preview.

WebGrants automatically adds the acres treated from the sections above and puts them in the “Total Acres Treated” box. The same is true for the total cost share dollar amount for Contracted Services (commercial applicator cost share) and Supplies & Materials ( private applicator cost share). The grant and matching amounts will be automatically transferred to the budget form.

**Totals**
Save Form

If you have selected "Other-County Listed" as a weed to be treated in any of the sections above, click "Edit" (at top) and enter the name(s) of the County Listed weed(s) you are planning to treat. If more than one weed name is entered, separate each weed name with a comma.

Other-County Listed Weeds:

**Total Acres Treated: 150.00**

**Total 50% Share: \$8,338.00**

**\$574.00**

Contracted Services
Private Applicator

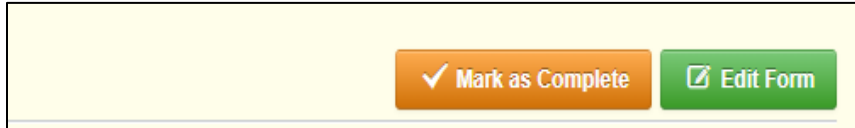
Save Form

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget


#### Check Form for Accuracy

- Review the form for missing/incorrect information.
- To correct an entry, click on the text of the herbicide/tank mix to open and edit.
- When edit is complete, click **Save Row** to return to form preview.
- Once all herbicide information is entered for your project, click **Mark as Complete**.

A screenshot of a web interface showing two buttons. The first button is orange with a white checkmark icon and the text 'Mark as Complete'. The second button is green with a white pencil icon and the text 'Edit Form'. Both buttons are set against a light yellow background.

#### Revegetation Worksheet

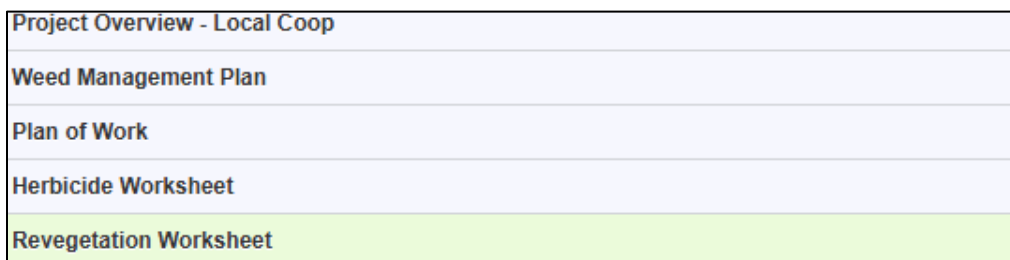
##### Reminders:

- Select native species only.
- **Only species/mixes listed and approved in the application are allowed to receive grant cost-share.**
-  **Back** Always use the WebGrants back button - using the main browser back arrow may cause loss of data.
- The use of a cover crop is possible though information on the species must be provided.

The revegetation worksheet consists of two sections.

- The **Private Applicator** section is for revegetation costs associated with landowners applying a single species and/or mixes of native seed to their own land.
- The **Commercial Applicator** section is for revegetation costs associated with landowners hiring a commercial applicator to apply native seed and/or mixes to their land.

1. Select the **Revegetation Worksheet** form.

A screenshot of a form selection menu. It consists of a vertical list of five items, each in a light blue box. The items are: 'Project Overview - Local Coop', 'Weed Management Plan', 'Plan of Work', 'Herbicide Worksheet', and 'Revegetation Worksheet'. The 'Revegetation Worksheet' item is highlighted with a green background.

2. If your project does not request cost share for revegetation, click **Save From**. When back at the form preview, click **Mark as Complete**. Continue onto Budget form.
3. To enter a Private or Commercial Applicator for the project, click **Add Entry**. ONLY listed species and/or mixes are allowed to receive grant cost-share.

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget

**Revegetation - Private Applicator** - Multi-List
+ Add Entry

Click "Add" (at right) to enter a seed mix that will used for revegetation in this project. Click "Save" when done. The requested grant amount and 50% cost share amount will be automatically entered on the budget form.

Seed Mixture Description	Pounds per Acre	Seed Cost per Acre	Application Type	Acres Reseeded	Total Amount	50% Cost Share
No Data for Table						

Last Edited By: Greta Test - Sep 11, 2025 3:20 PM
+ Add Entry

---

**Revegetation - Commercial Applicator** - Multi-List
+ Add Entry

Click "Add" (at right) to enter a seed mix that will used for revegetation in this project. Click "Save" when done. The requested grant amount and 50% cost share amount will be automatically entered on the budget form.

Seed Mixture Description	Pounds per Acre	Seed Cost per Acre	Application Type	Application Cost per Acre	Acres Reseeded	Total Amount	50% Cost Share
No Data for Table							

Last Edited By: Greta Test - Sep 11, 2025 3:20 PM
+ Add Entry

4. Enter the seed mix description, pounds to be used per acre, cost per acre, application type, and the number of acres to be reseeded.

**Revegetation - Private Applicator**
Save Row

Click "Add" (at right) to enter a seed mix that will used for revegetation in this project. Click "Save" when done. The requested grant amount and 50% cost share amount will be automatically entered on the budget form.

Seed Mixture Description\*:

Pounds per Acre\*:

Seed Cost per Acre\*:

\$0

Application Type\*:

Sele... ▼

Acres Reseeded\*:

Total Amount:

50% Cost Share:

Save Row

5. Click **Save Row** when the entry is complete.
6. Continue adding all cost share seed mixtures then **Save Row** and **Mark as Complete**.
- WebGrants automatically totals the **Total Acres Reseeded** and **50% Cost Share** amounts at the bottom of the form. The combined total and matching amount is automatically inserted on the budget form.

## Budget Form

1. Select the **Budget Form**.
2. Click **Edit Grid** to enter the Grant Funds and Match Funds **amounts and narratives** in the **upper budget section** (non-herbicide or revegetation). Any expenses listed in this section will require documentation to receive reimbursement if project is awarded.
  - Contracted Services - non-Herbicide:** Any services contracted **not** related to herbicide.
  - Supplies & Materials - non-Herbicide:** Any supplies and materials **not** related to herbicide.

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget

- **Communications:** radios ads, newspaper ads, printings, etc.
- **Travel:** Mileage and meals at [state rates](#).
- **Other Expenses:** Other expenses that don't fit in with the previous line items.

Budget - Edit <span>Save Grid</span>				
Enter budget information, whole dollars only and narrative character maximum of 350. Click "Save" when complete. Click "Edit" (at top) to make additional changes. **Enter administrative costs (3% of grant total up to \$1,000) in the Contracted Services-non-Herbicide category (County Weed District employees excluded).				
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative
Contracted Services - non-Herbicide	\$0.00		\$0.00	
Supplies & Materials - non-Herbicide	\$0.00		\$0.00	
Communications	\$0.00		\$0.00	
Travel	\$0.00		\$0.00	
Other Expenses	\$0.00		\$0.00	
<b>Total</b>	<b>\$0.00</b>		<b>\$0.00</b>	

Save Grid

- Once all expenses have been totaled, enter the administrative costs under Contracted Services non-herbicide. \*\*Administrative costs up to 3% of the grant total, maximum of \$1,000, may be requested by project coordinators not receiving a County/Reservation Program grant. \*\*
- Enter the **Additional Match Information** at the bottom of the form. Click **Save Form** when complete.
- Requested Grant Fund amounts and the required 50% Match Fund amounts from the Herbicide and Revegetation Forms** are entered automatically on this form once Save Form is clicked.
- If the project match for herbicides or revegetation exceeds, or is less than the actual project amount, click **Edit Form** to complete the Herbicide/Revegetation Match Information section at the bottom of the form. Click **Save Form** when done.
- Click **Mark as Complete** when the form is finished.

### Check Form for Accuracy

- Confirm that amounts on the budget form are correct and that narrative sections are completed.
- If changes are needed, go to the correct form(s) - herbicide or revegetation, and edit if necessary.
- Return to the budget form after corrections have been made and click **Edit Form**, **Save Form** to update the budget form.
- Click **Mark as Complete** when the form is finished. Complete all additional forms for your project. Save and mark each form as complete. Click **Submit** when ready.