


# Noxious Weed Trust Fund - WebGrants Form Instructions

## Herbicide - Revegetation – Budget

### Reminders:

- [Herbicides listed and approved on 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.

## Herbicide Worksheet

The herbicide worksheet consists of four sections.

- The “**Private Applicator**” sections are for herbicide costs associated with landowners applying a single herbicide or a tank mix of herbicides to their own land.
- The “**Commercial Applicator**” sections are for herbicide costs associated with landowners hiring a commercial applicator to apply the herbicide(s) to their land.

To enter a **Private Applicator Single Herbicide** for the project click “Add” in the correct section.

Single Herbicide - Private Applicator
Mark as Complete | Go to Application Forms | **Add**

*Click "Add" to enter a private applicator single herbicide product for this project. Click "Save" when done. Repeat the steps until all private applicator single herbicide products are listed.*

[View Montana State Agricultural Chemical price list.](#)

Active Ingredients	Application Rate	Herbicide Cost	Herbicide Additive	Additive Cost	Application Type	Weeds Treated	Acres Treated	Total Amount	50% Cost Share	
								0.00	\$0.00	\$0.00

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Herbicide Tank Mix - Private Applicator
**Add**

*Click "Add" to enter a private applicator tank mix for this project. Click "Save" when done. Repeat the steps until all private applicator 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	
								0.00	\$0.00	\$0.00

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Single Herbicide - Commercial Applicator
**Add**

*Click "Add" to enter a commercial applicator single herbicide product for this project. Click "Save" when done. Repeat the steps until all the commercial applicator single herbicide products are listed.*

[View Montana State Agricultural Chemical price list.](#)

Active Ingredients	Application Rate	Herbicide Cost	Herbicide Additive	Additive Cost	Application Type	Application Cost	Weeds Treated	Acres Treated	Total Amount	50% Cost Share
								0.00	\$0.00	\$0.00

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Herbicide Tank Mix - Commercial Applicator
**Add**

*Click "Add" to enter a commercial applicator tank mix for this project. Click "Save" when done. Repeat the steps until all the commercial applicator 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
								0.00	\$0.00	\$0.00

The following form will be displayed. Click on the [View Montana State Agricultural Chemical price list](#) link to see the current State Bid prices for chemicals and additives. Herbicide funding requests should be calculated at these prices. If your herbicide or additive cost(s) differs, complete the field on the form that requests an explanation.

# Noxious Weed Trust Fund - WebGrants Form Instructions

## Herbicide - Revegetation – Budget

Rates of herbicides and additives must be entered in ounces per acre. For example, a rate of 1 pint/acre should be entered as 16 ounces or 1 quart/acre should be entered as 32 ounces.

### Application

Application: 60478 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing

Program Area: AGR Noxious Weed Trust Fund

Funding Opportunities: 60470 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing

Application Deadline: 01/06/2018

Requested Total: \$57,725.00

### Instructions

Click "Add" to enter project herbicides. Click "Save" when complete. The requested grant amount and the 50% cost share amount will be automatically entered on the budget form.

Click "Edit". Add any additional county listed weeds that will be treated. Click "Save".

Click the active ingredient name to make changes if needed. If changes are made to this form after completing the budget form, you will need to click "Edit" "Save" on the budget form to update.

**REMEMBER: The herbicides listed and approved on the application will be the only herbicides that can receive grant cost-share.**

### Single Herbicide - Private Applicator

Click "Add" to enter a private applicator single herbicide product for this project. Click "Save" when done. Repeat the steps until all private applicator single herbicide products are listed.

[View Montana State Agricultural Chemical price list.](#)

If you do not see a desired active ingredient in the list, please contact MT Dept of Agriculture.

Click the dropdown arrow for a list of herbicide **Active Ingredients**. Select a herbicide that will be used by private applicators in the project.

Active Ingredients\*

Application Rate\*   
ounces per acre

Herbicide Cost\*   
Cost per ounce

Does your Herbicide cost differ from MT State price list?\*  Yes  No

If Yes, explain cost difference

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

Basal Bark Oil  
Oil surfactant  
Dye  
Methylated Seed Oil (MSO)

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

Please press Ctrl + Click to select multiple items

Additive Cost   
Cost per ounce

Does your Additive cost differ from MT State price list?\*  Yes  No

If Yes, explain cost difference

Application Type\*

Weeds Treated\*

Blueweed  
Canada Thistle  
Common Reed (Phragmites)  
Common Tansy

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

Please press Ctrl + Click to select multiple items

Acres Treated\*

Enter the number of acres that will be treated with this herbicide/additive.

# Noxious Weed Trust Fund - WebGrants Form Instructions

## Herbicide - Revegetation – Budget

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

To enter a **Single Herbicide** applied by a **Commercial Applicator**, use the Commercial Applicator section and follow the same process as above. In addition, enter the **dollar amount per acre** for the commercial applicator to treat the noxious weeds in “**Application Cost**” field.

To enter a **Herbicide Tank Mix** that will be used in the project, select one of the sections shown below (dependant on private or commercial application) and click “Add”.

Herbicide Tank Mix - Private Applicator Add

Herbicide Tank Mix - Commercial Applicator Add

The **Tank Mix** entry process follows the same steps as Single Herbicide entries with the following exceptions:

- More than one Active Ingredient choice can be selected - hold down the ctrl key while making selections.
- The Application Rate is entered for each active ingredient. The Rate must be entered in the same order as the ingredients are listed on the Active Ingredient drop down list.

*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

Please press Ctrl + Click to select multiple items

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 ....

The entry above is for 32 ounces of 2,4-D Amine and 7 ounces of Aminopyralid.

If changes are needed on the form, click on the active ingredient name to re-open the entry. Updates can be made or the entry can be deleted if needed.

Herbicide Tank Mix - Commercial Applicator Add

Click "Add" to enter a commercial applicator tank mix for this project. Click "Save" when done. Repeat the steps until all the commercial applicator 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
2,4-D Amine, Aminopyralid	32 / 7	\$19.00	Dye	\$5.00	Ground	\$60.00	Diffuse Knapweed, Japanese Knotweed, Russian Knapweed, Spotted Knapweed	45.0	\$3,780.00	\$1,890.00
								45.00	\$3,780.00	\$1,890.00

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.

## Noxious Weed Trust Fund - WebGrants Form Instructions

### Herbicide - Revegetation – Budget

If “Other-County Listed” was selected in the Weeds to be Treated dropdown, click “Edit” to enter the names of the other-county listed weed(s) included in this Trust Fund project.

**Totals**

*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:** 45.0

**Total 50% Share:** \$1,890.00  
Contracted Services

**\$0.00**  
Private Applicator

When completed, click “Save”.

Once all herbicide information is entered for your project, click “Edit”, “Save”, and “Mark as Complete”.

## Revegetation Worksheet

Select the Revegetation Worksheet form.

**Application Forms**

Form Name
General Information
Project Information FY16
Cooperators FY16
Herbicide Worksheet FY16
Revegetation Worksheet FY16

Click “Add” in the appropriate section-either Private or Commercial Applicator for revegetation cost share. If your project is *not* requesting cost share for revegetation click “Mark as Complete”.

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

**Application**

**Application: 60478 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing**

**Program Area:** AGR Noxious Weed Trust Fund

**Funding Opportunities:** 60470 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing

**Application Deadline:** 01/06/2018

**Requested Total:** \$57,725.00

**Instructions**

*Enter the project seed mixes below, then click "Mark as Complete". If you are not requesting Trust Fund dollars for revegetation, click "Mark as Complete".*

**Revegetation - Private Applicator** Go to Application Forms | Add

*Click "Add" (at right) to enter a seed mix that will be 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
Mix	10.0	\$15.00	Ground	30.0	\$450.00	\$225.00
				<b>30.00</b>	<b>\$450.00</b>	<b>\$225.00</b>

**Revegetation - Commercial Applicator** Add

*Click "Add" (at right) to enter a seed mix that will be 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
Mix	10.0	\$20.00	Ground	\$20.00	100.0	\$4,000.00	\$2,000.00
					<b>100.00</b>	<b>\$4,000.00</b>	<b>\$2,000.00</b>

## Noxious Weed Trust Fund - WebGrants Form Instructions Herbicide - Revegetation – Budget

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

The screenshot shows a web application interface. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is circled in red. Below the navigation bar, the page title is 'Application'. The main content area is divided into sections: 'Application: 60478 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing', 'Program Area: AGR Noxious Weed Trust Fund', 'Funding Opportunities: 60470 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing', 'Application Deadline: 01/06/2018', and 'Requested Total: \$57,725.00'. Below this is an 'Instructions' section with the text: 'Enter the project seed mixes below, then click "Mark as Complete". If you are not requesting Trust Fund dollars for revegetation, click "Mark as Complete".'. The 'Revegetation - Private Applicator' section contains the following fields: 'Seed Mixture Description\*' (text input), 'Pounds per Acre\*' (text input), 'Seed Cost per Acre\*' (text input with '\$0.00' entered), 'Application Type\*' (dropdown menu), and 'Acres Reseeded\*' (text input).

Click "Save" when the entry is complete. Continue adding all cost share seed mixtures then "Save" and "Mark as Complete". WebGrants automatically totals the "Total Acres Reseeded" and cost share amounts at the bottom of the form. The combined total and matching amount is automatically inserted on the budget form.

## Budget Worksheet

Select the Budget Form and click "Edit". Enter the Grant Funds and Match Funds **amounts and narratives** in the **upper budget section** (non-herbicide or revegetation).

\*\*Administrative costs up to 3% of the grant total, maximum of \$1,000, may be requested by project coordinators not receiving a Special County/Reservation grant. Once all expenses have been totaled, enter the administrative costs under "Contracted Services non-herbicide".

# Noxious Weed Trust Fund - WebGrants Form Instructions

## Herbicide - Revegetation – Budget

Enter the “In-Kind Contribution” information at the bottom of the form. Click “Save” when complete.

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

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**Application**

**Application:** 60478 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing

**Program Area:** AGR Noxious Weed Trust Fund

**Funding Opportunities:** 60470 - AGR Noxious Weed Trust Fund 2018 Local Cooperative-Continuing

**Application Deadline:** 01/06/2018

**Requested Total:** \$57,725.00

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**Instructions**

**ATTENTION:** The first time opening the budget form, click "Edit" and enter budget information for expense categories other than herbicide and revegetation. Be sure to complete the grant and match funds narrative sections. Next, scroll to the bottom of the form to enter In-Kind Contributions information, then click "Save" (at top). After the form is saved, grant and match amounts for herbicides and revegetation will auto-fill.

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**Budget** [Go to Application Forms](#)

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	\$1,000.00	Administrative costs	\$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>Totals</b>	<b>\$1,000.00</b>		<b>\$0.00</b>	

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**Herbicide - Private Applicator**

This expense category is only for landowner applied project herbicides and **REQUIRES** a 50/50 match. If your actual match differs from this amount, please refer to the Herbicide/Revegetation Match Information section below.

Expense Category	Grant Funds	Match Funds
Supplies & Materials - Herbicide	\$6,500.00	\$6,500.00

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**Herbicide - Commercial Applicator**

This expense category is only for commercial applicator applied project herbicides and **REQUIRES** a 50/50 match. If your actual match differs from this amount, please refer to the Herbicide/Revegetation Match Information section below.

Expense Category	Grant Funds	Match Funds
Contracted Services - Herbicide	\$48,000.00	\$48,000.00

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**Revegetation - Private & Commercial Applicator**

This section is for landowner and contracted revegetation costs and **REQUIRES** a 50/50 match. If your actual match differs from this amount, please refer to the Herbicide/Revegetation Match Information section below.

Expense Category	Grant Funds	Match Funds
Revegetation	\$2,225.00	\$2,225.00

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**Total Budget**

Totals	Total Grant Funds	Total Match Funds
Total Budget	\$57,725.00	\$56,725.00

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**Additional Match Information**

If your Herbicide or Revegetation match is actually less than the 50% shown, explain why in the box below.  
 If your Herbicide or Revegetation match exceeds the 50% shown, add the additional match amount to the Other Expenses Match Funds and Match Funds Narrative in the budget section above.

**Herbicide/Reveg Match Information:**

Actual dollar match for herbicide cost-share exceeds the 50% that is auto populated above. Additional landowner match of \$2,000 is entered in the "Other Expenses Match Funds" section.

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

**In-Kind Contributions:\***

Landowners will provide equipment and labor for private herbicide applications.

## Noxious Weed Trust Fund - WebGrants Form Instructions Herbicide - Revegetation – Budget

**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” is clicked.** If the project match for herbicides or revegetation exceeds, or is less than the actual project amount, click “Edit” to complete the “Herbicide/Revegetation Match Information” section of the form. Click “Save” when done.

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”, “Save” 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.