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

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

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

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.

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

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

Active Ingredients*

Application Rate*
ounces per acre

Enter the number of **ounces** of the herbicide product to be used **per acre**.

Herbicide Cost* $0.00
Cost per ounce

Enter the **cost** of the herbicide product **per acre**.

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

Use the dropdown list to select herbicide additives if you plan to use one or more with this herbicide.

Additive Cost $0.00
Cost per ounce

Enter the **cost** of the additive(s) **per acre**.

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

If Yes, explain cost difference

Application Type* Aerial

Select the application method that will be used.

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

Use the dropdown list to Select the weeds that will be treated with this herbicide.

Acres Treated* 0.0

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

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.

*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.

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.

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.

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.

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".

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

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".

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**

🔶 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

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.

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	
Totals	**$1,000.00**		**$0.00**	

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

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

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

Total Budget

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

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.
```

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.