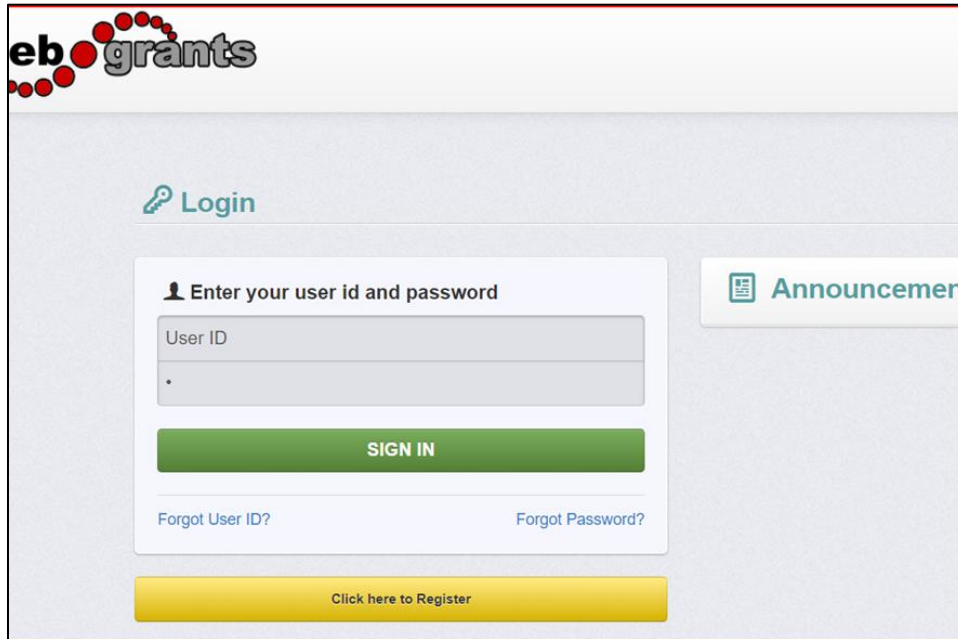


WebGrants Application Instructions

County/Reservation Program Enhancement \$7,500 Grant

1. Enter your User ID and Password to login to the WebGrants System.

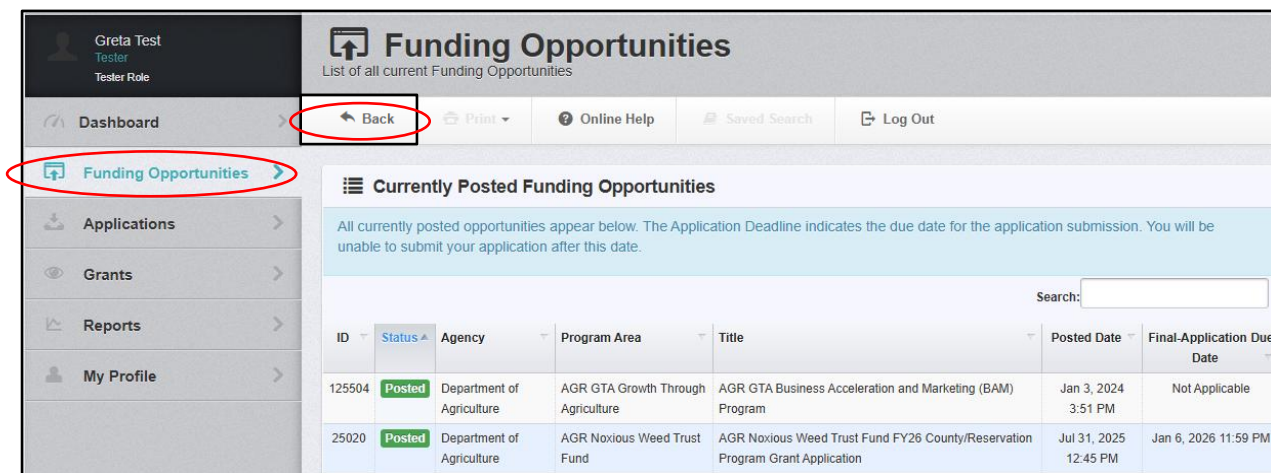
<https://mtagr.webgrantscloud.com/index.do>



The image shows the WebGrants login interface. At the top left is the 'eb grants' logo. Below it is a 'Login' section with a key icon. A box prompts the user to 'Enter your user id and password'. It contains a 'User ID' input field with a single dot, a green 'SIGN IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. At the bottom is a yellow button that says 'Click here to Register'. To the right is an 'Announcement' box.

2. Click **Funding Opportunities** to view all available funding opportunities.

REMINDER: Only use the WebGrants Back button – do not use the browser back arrow.



The image shows the 'Funding Opportunities' dashboard. The left sidebar has a menu with 'Dashboard', 'Funding Opportunities' (highlighted with a red circle), 'Applications', 'Grants', 'Reports', and 'My Profile'. The main area is titled 'Funding Opportunities' with a subtitle 'List of all current Funding Opportunities'. It includes a 'Back' button (circled in red), 'Print', 'Online Help', 'Saved Search', and 'Log Out' links. Below is a section for 'Currently Posted Funding Opportunities' with a search bar and a table of opportunities.


ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
125504	Posted	Department of Agriculture	AGR GTA Growth Through Agriculture	AGR GTA Business Acceleration and Marketing (BAM) Program	Jan 3, 2024 3:51 PM	Not Applicable
25020	Posted	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application	Jul 31, 2025 12:45 PM	Jan 6, 2026 11:59 PM

3. Click on the Opportunity to open a Funding Opportunity and begin an application.

25020	Posted	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application	Jul 31, 2025 12:45 PM	Jan 6, 2026 11:59 PM
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4. Click **Start a New Application**. **Do not copy previous County/Reservation Program Grant Applications.**

County/Reservation Program Enhancement \$7,500 Grant WebGrants Application Instructions

 Funding Opportunity Details Start New Application

25020 - AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application

[Funding Opportunity Details](#)

AGR Noxious Weed Trust Fund

Final Application Deadline: Jan 6, 2026 11:59 PM

Status:	Posted	Program Officer:	Greta Dige
Posted Date:	Jul 31, 2025 12:45 PM	Phone:	4064447882 x
Award Amount Range:	No Limit - \$7,500.00	Email:	greta.dige@mt.gov
Project Dates:	04/01/2026 - 11/30/2026		
Award Announcement Date:			
Categorical Area:	Agriculture		
Recurring Opportunity:	No		

5. Enter the Project Title in the following format: **County/Reservation name** followed by **YEAR** **County/Reservation Program Grant**, click Save Form Information.

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Applicant*:

Organization*:

Additional Contacts*:

6. Follow this process to select the Organization and add any Additional Contacts.
7. Click Go to **Application List (APP List)**.
8. All forms for this type of application can now be seen. Click on the **Budget – County/Reservation**.

County/Reservation Program Enhancement \$7,500 Grant

WebGrants Application Instructions

25197 - Test County 2026 County/Reservation Program Grant

Status: **Editing**

Stage: Final Application

Application Due Date: Final Application Deadline not Applicable

Program Area: AGR Noxious Weed Trust Fund

Funding Opportunity: 25020-AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application

Organization: Carol B

Requested Total: \$0.00

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview
Attachments
Alert History
Map

Application Details

Preview Application

Withdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 31, 2025 1:20 PM - Greta Test
Budget- County/Reservation		Jul 31, 2025 1:20 PM - Greta Test
Other Attachments	-	
Signature Page FY23 Special County/Reservation Grant	-	

9. Instruction are included in each section of the forms. Click **Edit Form** to enter the requested information in the entry boxes, when complete click Save Form. Check that the totaled amounts are correct.

Grant Type

✓ Mark as Complete

Edit Form

Select County or Tribal grant request type.:

County

Last Edited By: Greta Test - Jul 31, 2025 2:58 PM

Edit Form

County Weed Budget Information

✓ Mark as Complete

Edit Form

County Weed Coordinators need to enter your weed district budget information below. Do not use commas or dollar signs when entering numbers. Clicking on "Save" will make the system auto calculate the total weed budget for you. If you need to make changes, click on "Edit" (at top).

County Only - Weed Budget:	\$35,000.00	2.60	\$91,000.00	\$0.00	\$55,000.00	\$15,000.00	\$161,000.00
	County 1 Mill	Mills Levied	Total Mill Levy	General Fund	Contracted Services	Other Funding (RAC, etc.)	Total Weed Budget

Last Edited By: Greta Test - Jul 31, 2025 2:58 PM

Edit Form

County/Reservation Program Enhancement \$7,500 Grant WebGrants Application Instructions

Financial Narrative & Project Description - Grid

✓ Mark as Complete
✎ Edit Grid

Enter the dollar amount and description for the expense category(ies) that you are requesting, which should total to \$7,500. Do not use commas or dollars signs when entering numbers. When the form is completed, click on "Save" (at top). If you need to make changes to the budget, click on "Edit" (at top).

Category	Amount	Description	Total
Salaries	\$0.00		\$0.00
Benefits	\$0.00		\$0.00
Supplies & Materials	\$1,000.00	Educational materials id books, calendars, PPE	\$1,000.00
Contracted Services	\$0.00		\$0.00
Equipment	\$5,500.00	New UTV	\$5,500.00
Repair & Maintenance	\$1,000.00	Vehicle service and tires, replacement parts for sprayers,	\$1,000.00
Total	\$7,500.00		

Last Edited By: Greta Test - Jul 31, 2025 2:58 PM

✎ Edit Grid

← Previous
Next →

10. If adjustments need to be made, click Edit Form to open the form then Save Form again. Click Mark as Complete when done.
11. Click **Next**, to advance to **Other Attachements** form.
12. If the funds will not be used for a capital improvement, simply click **Mark as Complete**.
13. If the funds will be used for a capital improvement such as a new building, structure, cement, security fence, etc., an approval letter from the County Commissioners must be included on this form.
14. Click Add New Attachment to upload the approval letter. Click **Save File**.
15. Click Next, to advance to the **Signature Page Form**. This form will open in edit mode. Review the "Grant Agreement" section.
16. Select the appropriate section (Tribal or County) in the Signature Block. Check the Authorized Representative box for either Tribal Use or County Use Only and type in the name, title, and date fields. Click **Save Form and Mark as Complete** when finished.

County/Reservation Program Enhancement \$7,500 Grant WebGrants Application Instructions

Signature Block
Save Form

Tribal Use Only:

By checking this box and typing my name I certify I am an authorized representative for the Reservation and concur with the grant expenditures that will be used to facilitate noxious weed activities. (all fields must be entered)

Authorized Representative: ☐

Enter full name Title Date

County Use Only:

By checking this box and typing my name I certify I am an authorized representative for the Weed District and that I have notified the County Commissioners and County Weed Board of the expenditures in this grant application. I also certify that I contacted the County Clerk & Recorder to confirm that the county weed district has an established 2140 and/or 2840 fund, and the budget figures on this grant application are true and correct. (all fields must be entered)

Authorized Representative: ☐

Enter full name Title Date

For Department Use Only

The Montana Department of Agriculture approves this grant agreement in the amount \$7,500.

Department Authorization: MT Department of Agriculture Date

Save Form

17. Click **Save Form** and **Mark as Complete**.
18. If a change needs to be made to a form that has already been Marked as Complete, click the form name, click **Edit Form** and make the necessary changes.
19. Click **Save Form** when finished. WebGrants will not allow the application to be submitted until each form is marked as complete.
20. Click **Submit Application** when all forms are completed.

In order to receive funds, counties must have current weed management plan on file with the [Montana Department of Agriculture State Noxious Weed Coordinator](#) and have an active weed management program.

Application Preview Attachments Alert History Map		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Application Details </div> <div> Preview Application Submit Application Withdraw </div> </div>		
<ul style="list-style-type: none"> Application is in compliance and is ready for Submission! 		
Component	Complete?	Last Edited
General Information	✓	Jul 31, 2025 1:20 PM - Greta Test
Budget- County/Reservation	✓	Jul 31, 2025 2:58 PM - Greta Test
Other Attachments	✓	Jul 31, 2025 1:36 PM - Greta Test
Signature Page FY23 Special County/Reservation Grant	✓	Jul 31, 2025 3:13 PM - Greta Test