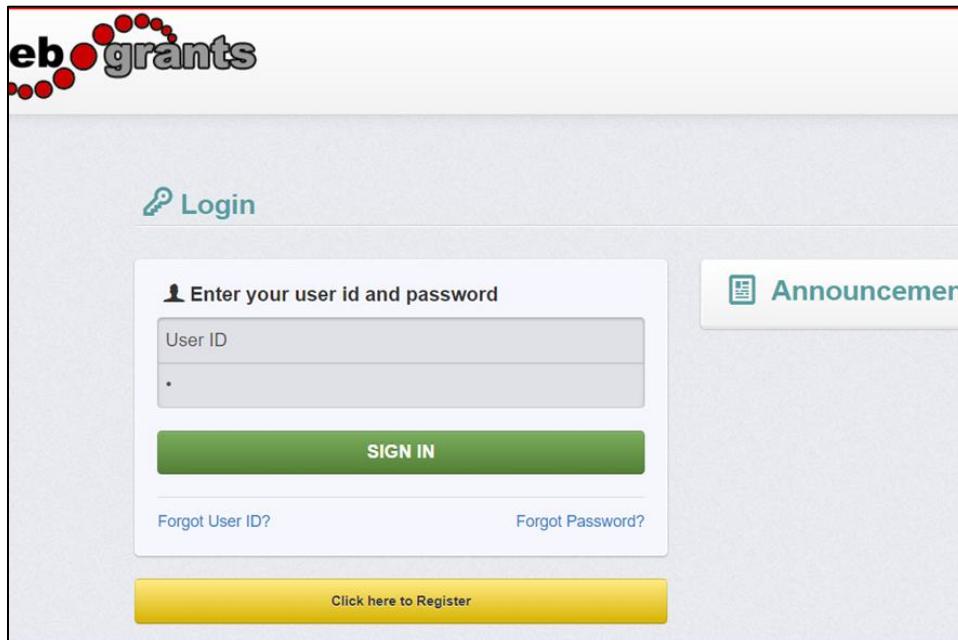


WebGrants Application Instructions

County/Reservation Program Enhancement \$7,500 Grant

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

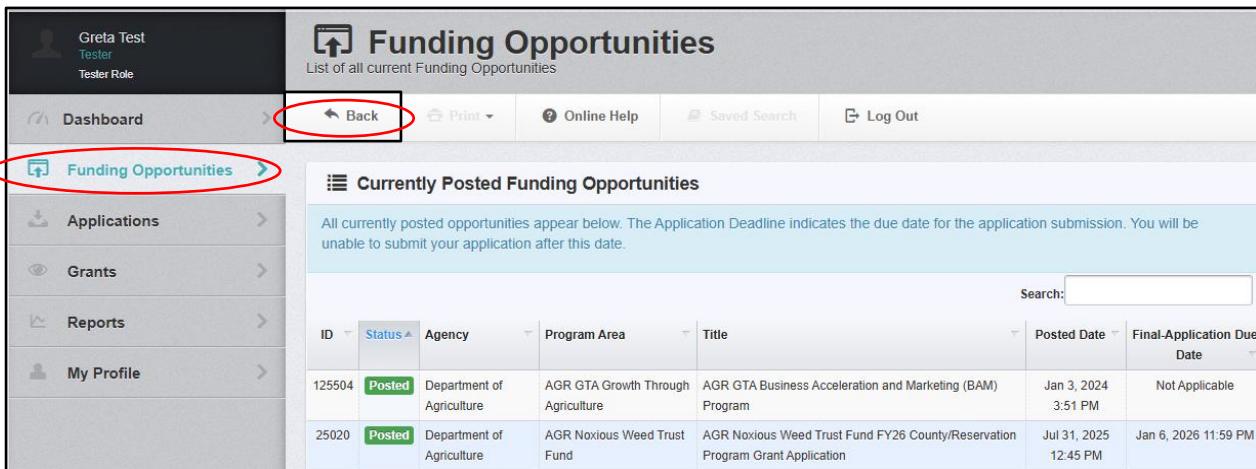
<https://mtagr.webgrantscloud.com/index.do>



The image shows the WebGrants login page. At the top is the 'eb grants' logo. Below it is a 'Login' button. A large text box contains the placeholder 'Enter your user id and password'. Inside this box are fields for 'User ID' and 'Password', a 'SIGN IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. At the bottom of the login box is a yellow 'Click here to Register' button. To the right of the login box is a sidebar titled 'Announcement'.

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' page. The left sidebar shows a navigation menu with 'Dashboard', 'Funding Opportunities' (which is highlighted with a red circle), 'Applications', 'Grants', 'Reports', and 'My Profile'. The main content area is titled 'Funding Opportunities' and shows a table of 'Currently Posted Funding Opportunities'. The table includes columns for ID, Status, Agency, Program Area, Title, Posted Date, and Final Application Due Date. Two rows of data are shown:

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.



A table showing the details of a funding opportunity. The columns are: ID (25020), Status (Posted), Agency (Department of Agriculture), Program Area (AGR Noxious Weed Trust Fund), Title (AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application), Posted Date (Jul 31, 2025), and Final Application Due Date (Jan 6, 2026 11:59 PM). The 'Status' cell is highlighted with a green box.

25020	Posted	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR Noxious Weed Trust Fund FY26 County/Reservation Program Grant Application	Jul 31, 2025	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		<input checked="" type="checkbox"/> 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	No Limit - \$7,500.00	Email:	greta.dige@mt.gov
Range:			
Project Dates:	04/01/2026 - 11/30/2026		
Award			
Announcement			
Date:			
Categorical Area:	Agriculture		
Recurring	No		
Opportunity:			

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		<input checked="" type="checkbox"/> Save Form Information
<p>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.</p> <p>Select the organization, if you belong to more than one, for which you will be submitting this application.</p>		
Application Title*:	Test County 2026 County/Reservation Program Grant	
Applicant*:	Greta Test	
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](#)
[Preview Application](#) [Withdraw](#)

Application Details

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. Instructions 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 County
request type.:

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

County Weed Budget Information

[Mark as Complete](#) Edit Form

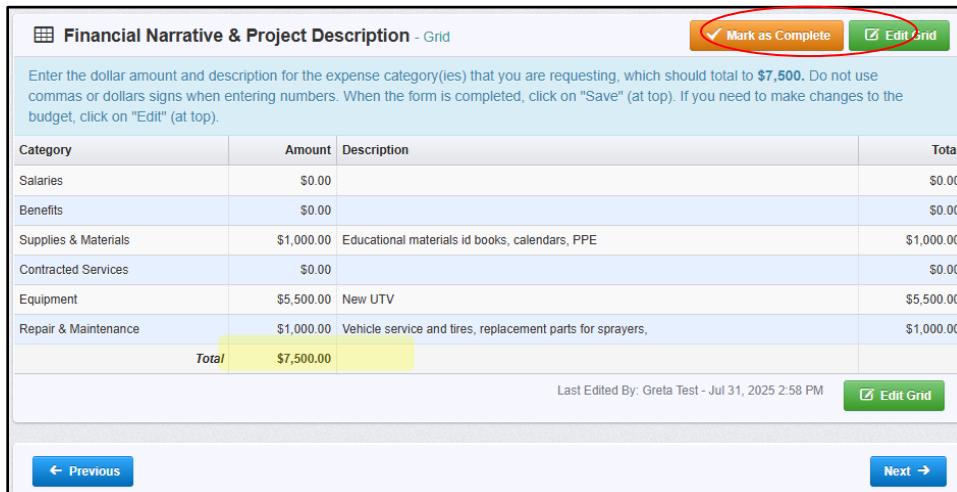
County Weed Coordinators need to enter your weed district budget information below. Do not use commas or dollar signs when entering numbers. Clicking on "Save" will make the system auto calculate the total weed budget for you. If you need to make changes, click on "Edit" (at top).

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

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

Mark as Complete **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 Attachments** 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

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

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

Application Details

• 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