

DNRC AIS GRANT APPLICATION – NEW – Instructions

1) Enter your User ID and Password to login to WebGrants <https://fundingmt.org>.

System Compatibility

Log In

Login

User ID:*

Password:*

Login

[Forgot Password?](#)

mt.gov
Montana's Official State Website

New to WebGrants - State of Montana?
[Register Here](#)

Funding Opportunities Offered by Montana State Agencies
[Search Here](#)

Announcements

Funding Opportunities Offered by Montana State Agencies
[Search Here](#)

You do not need to register for Search access.

2) Click on “Funding Opportunities” to view the AIS and other State of Montana funding opportunities.

Welcome

Main Menu
 Click Help above to view instructions. Go to "My Profile" to reset password.

- [Grantee Instructions](#)
- [My Profile](#)
- [Funding Opportunities](#)
- [My Applications](#)
- [My Grants](#)

3) Click on "DNRC 2015 AIS Grant Program" in the Title column.

Funding Opportunities

Current Funding Opportunities					Archived Funding Opportunities	
ID	Status	Title	Program Area	Deadline	App #	
12554	Posted	DNRC 2013 Planning Grant Round 3	DNRC	Not Applicable	49	
18239	Posted	DNRC 2014 Private Grant Program	DNRC	Not Applicable	12	
18240	Posted	DNRC 2014 Irrigation Development Grant	DNRC	Not Applicable	8	
10746	Closed	DNRC 2013 RRGL Capacity Grant	DNRC	07/27/2012	18	
10576	Closed	DNRC 2013 Planning Grant Round 1	DNRC	07/03/2013	75	
11940	Closed	DNRC 2013 Planning Grant Round 2	DNRC	09/02/2013	6	
13022	Closed	DNRC 2014 Uniform Application for Montana Public Facility Projects	DNRC	05/20/2014	58	
14617	Closed	DNRC 2014 RRGL Application for Renewable Resource Projects	DNRC	05/28/2014	91	
13215	Closed	DNRC 2013 RRGL Capacity Grant Round 2	DNRC	12/16/2014	12	
21776	Test	DNRC 2015 AIS Grant Program	DNRC	03/16/2015	3	
23906	Test	DNRC 2015 RDG Planning Grant	DNRC	08/15/2015	0	
23915	Test	DNRC 2016 RDG Grant	DNRC	05/14/2016	0	
00018	Test	DNRC RRGL Project Grant Test	DNRC RRGL TEST Project/Uniform App	09/21/2014	23	

4) Click on "Start a New Application" to start the application process.

The screenshot shows the Montana Grants and Loans application interface. At the top, there is a navigation bar with "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. Below this is a section titled "Funding Opportunities". Underneath, there is a "Current Applications" section with a table of existing applications:

ID	Application Title	Status
22007	Creepy Lake Monster Weed Removal Project	Submitted
22032	Operation EWM	Submitted
22407	Muscle Madness	Submitted

Below the table, there are links for "Copy Existing Application", "Start a New Application" (circled in red), and "Ask A Question". The "Start a New Application" link is highlighted with a red circle. Below the links, the "Opportunity Details" for "21776-DNRC 2015 AIS Grant Program" are shown. The details include the application deadline (03/16/2015), award amount range (\$0.00 - \$30,000.00), project start and end dates, and contact information for Stephanie Hester (Phone: 406-444-6691 x, Email: shester@mt.gov).

5) Enter the name of the project in the "Project Title" text box. Then click on "Save" (at the top right).

The screenshot shows the "General Information" form in the Montana Grants and Loans application interface. The form is titled "General Information" and includes a note: "This page must be completed and saved before proceeding with the rest of the application process." The form fields are:

- Primary Contact*: MWCA1 Test (dropdown menu)
- Project Title: (limited to 250 characters)* (text box, circled in red, with the text "Enter project title in this box." inside)
- Authorized Official*: MWCA1 Test (dropdown menu)
- Organization*: Department of Agriculture (dropdown menu)

At the top right of the page, the "Save" button is circled in red. At the bottom right, there is a "Return to Top" link.

This screen allows you to make changes to the project title by clicking on "Edit" or to continue to the application forms by clicking on "Go to Application Forms." To select additional contacts, designate an authorized contact or make other edits to this screen, click "Edit" to add those individuals.

Montana Grants and Loans

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

Application

00010 - Local Cooperative - NEW

Project Title: 00952 - MDA Test 2012
Program Area: Noxious Weed Trust Fund
Proposal Deadline: 08/17/2012

Instructions
To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

General Information

System ID: 00952
Project Title: MDA Test 2012
Primary Contact: MWCA1 Test
Additional Contacts: MWCA1 Test
Organization: Department of Agriculture

[Go to Application Forms](#)

Last Edited By: MWCA1 Test, 01/12/2012

You can see all the forms that need to be completed for this type of application. **REMEMBER:** the column "Complete?" must have a check mark in it for each form before WebGrants will allow the application be submitted.

6. Now, you can click on any form and begin filling in the required information for that form.

Montana Grants and Loans

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

Application

Application: 24441 - AIS 2015 Hester Tester

Program Area: DNRC
Funding Opportunity: 21776 - DNRC 2015 AIS Grant Program
Application Deadline: 03/16/2015

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	01/07/2015
Application Summary-AIS, RDG		
AIS-DNRC Budget		
AIS Project Timeline		
AIS Project Description		
AIS, RDG Authorizing Statement		
AIS, RDG Authorization Statement Link		

mt.gov
Montana's Official State Website
Contact Us

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Time Saver Tip: you can draft your narrative information in Microsoft Word, save that file, and then copy and paste it into the form you are working on in WebGrants. This will also prevent you from losing data while working on the application due to system time outs.