



DNRC Webinar Series on Grant Writing: No. 5 –  
Online Grant System

## Online Grant System: WebGrants

1. Getting Started
2. Making the Ask
3. Managing the Grant



Conservation and Resource  
Development Division

Presenter: Lindsay Volpe, RRGL Program Manager  
[lmvolpe@mt.gov](mailto:lmvolpe@mt.gov), 444-9766



Conservation and Resource  
Development Division

## 1. Getting Started

Register Page

### Login Page - Menu Items Overview

Main Menu

Grantee Instructions (pdf)

My Profile- Contract DNRC if information needs updating

Alerts

Password

Associated Organizations

Funding Opportunities (current opportunities)

Select

Start

Copy

Current

My Applications

Editing Status

Archived Applications

My Grants

Open

Closed

Claims

My Inventory- NA

# 1. Making the Ask

## Login Page – How to Apply?

Funding Opportunity  
Title

Start

Application Forms

Copy

Current

My Applications  
Title

Application Forms



Conservation and Resource  
Development Division



# 1. Managing the Grant My Grants

## Grant Components -Planning Grant

- Claims
- Status Reports
- Encumbrances- NA
- Correspondence
- Contract Documents
- Contract Budget
- Vendor Invoice
- Opportunity
- Application



Conservation and Resource  
Development Division

## Questions?

Presenter: Lindsay Volpe, RRGL Program Manager

[lmvolpe@mt.gov](mailto:lmvolpe@mt.gov), 444-9766

Need webgrants help? Give us a call:

444-6667

[www.fundingmt.org](http://www.fundingmt.org)



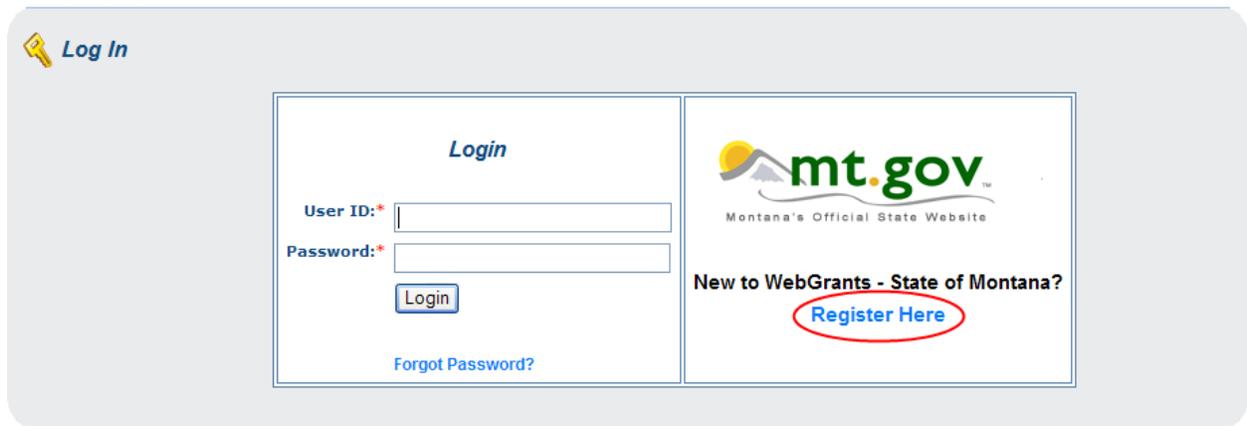
*Montana* Grants and Loans

# Montana Grants and Loans

## Welcome to the WebGrants Registration Instructions

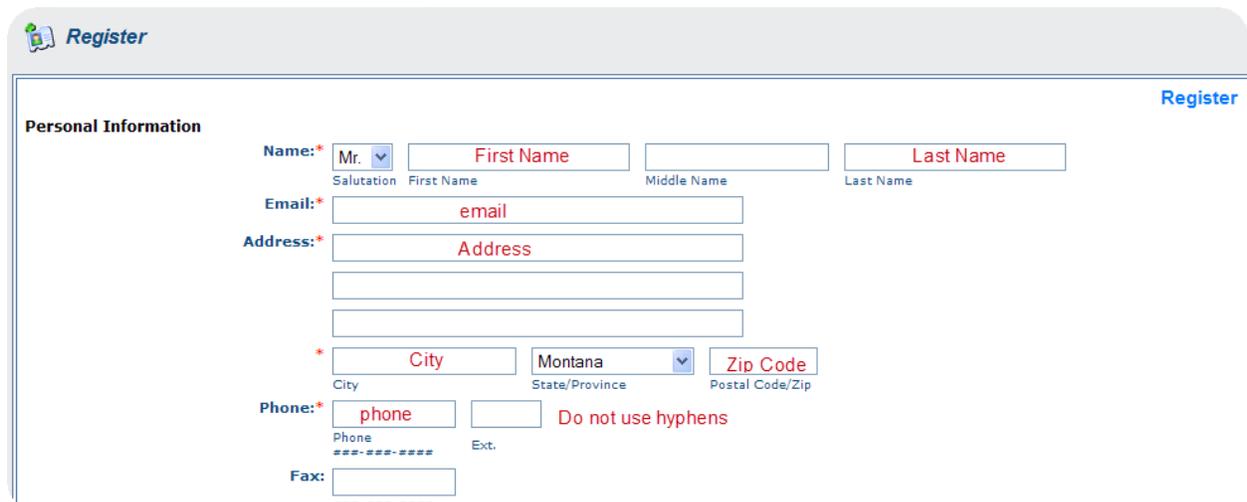
Please read the instructions below carefully before proceeding to register.

- ✓ You can register yourself and your organization at <https://funding.mt.gov>. Click “register here” on the login page.



- ✓ Fill out all the required information (in red) and select “register” when completed. The agency you select in the drop down for the program you are most interested in will receive an email notification alerting them to your registration. The selected agency will confirm your registration and a user ID and Password will be generated by WebGrants. This confirmation can take several business days.

## Start with Personal Information



Select the Agency you are most interest in

What Agency's Grant Programs are you most interested in?:

Complete the Organization information and select register

**Organization Information**

Name:\*

Organization Type:  select organization type

Organization Website:

Address:\*

\*     
City State/Province Postal Code/Zip

Phone:\*  Do not use hyphens  
-----

Ext.   
Ext.

Fax:   
-----

[Register](#)

You will receive a notification that you have completed the registration process

[Help](#)

[Register](#)

**Thank you for registering.**

A confirmation notice has been sent to your email address.  
After your registration is confirmed, you will receive an email notification with a user id and password. Then return to the [login screen](#).  
After you login for the first time, please reset your password.

Please contact the DNRC if you have any problems with this process

## Adding People to an Organization Instructions

The screenshot shows the top navigation bar with links for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. Below this is a 'Welcome' message and a 'Quick Navigation' section. The 'Main Menu' section contains a list of links with descriptions:

Link	Description
<a href="#">Grantee Instructions</a>	general information about WebGrants
<a href="#">My Profile</a>	update account
<a href="#">Funding Opportunities</a>	start a new application
<a href="#">My Applications</a>	manage current applications
<a href="#">My Grants</a>	manage grants

Login to WebGrants at <http://funding.mt.gov>. Click on "My Profile" to change your password and to add people to your organization if they will be applying for grants from the Renewable Resource Grant and Loan program and using your organization as the **Project Sponsor**.

The screenshot shows the top navigation bar with links for Menu, Help, and Log Out on the left, and Back, Print, Add, Delete, Edit, and Save on the right. Below this is a 'Welcome' message and a 'Main Menu' section. The 'Main Menu' section contains a list of links with descriptions:

Link	Description
<a href="#">Grantee Instructions</a>	
<a href="#">My Profile</a>	
<a href="#">Funding Opportunities</a>	
<a href="#">My Applications</a>	
<a href="#">My Grants</a>	

The 'My Profile' link is circled in red in the original image.

Click on "Edit" to update your contact information. Click on "Reset Password" to change your password

**Montana Grants and Loans**

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

**My Profile**

My Profile [My Alerts](#) | [Reset Password](#)

**Name:** Ms. John Doe  
Salutation First Name Middle Name Last Name

**Title:**

**Email:** [lhuff@mt.gov](mailto:lhuff@mt.gov)

**Address:** 302 N Roberts  
 2nd Floor  
 Room 215

**City:** Helena **State/Province:** Montana **Postal Code/Zip:** 59620

**Phone:** 406-444-9562  
Phone ----- **Ext.:**

**Fax:** 406-444-5409  
-----

Last Edited By: Zach Owen.

**Associated Organizations**

Name	Type	Website	Phone	City	State
Grantee Organization	Out of State For-Profit Company	<a href="http://www.grantororg.com">www.grantororg.com</a>	456-538-8700	Stonesville	Virginia
DNR-Tester	State Government		406-444-9766	Helena	Montana

Select the organization name under 'Associated Organizations' to add people to your organization.

**Montana Grants and Loans**

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

**My Profile**

My Profile [My Alerts](#) | [Reset Password](#)

**Name:** Ms. John Doe  
Salutation First Name Middle Name Last Name

**Title:**

**Email:** [lhuff@mt.gov](mailto:lhuff@mt.gov)

**Address:** 302 N Roberts  
 2nd Floor  
 Room 215

**City:** Helena **State/Province:** Montana **Postal Code/Zip:** 59620

**Phone:** 406-444-9562  
Phone ----- **Ext.:**

**Fax:** 406-444-5409  
-----

Last Edited By: Zach Owen.

**Associated Organizations**

Name	Type	Website	Phone	City	State
<b>Grantee Organization</b>	Out of State For-Profit Company	<a href="http://www.grantororg.com">www.grantororg.com</a>	456-538-8700	Stonesville	Virginia
DNR-Tester	State Government		406-444-9766	Helena	Montana

**Questions?** Please call Zach Owen 444-0552 or Lindsay Volpe 444-9766

Then select “add” under Registered User to create a user in WebGrants for your organization.

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

**My Profile**

**Grantee Organization**

**Organization Information**

**Name:** Grantee Organization  
**Organization Type:** Out of State For-Profit Company  
**Organization Website:** www.grantororg.com  
**Address:** 578 Main st.  
 1st Floor  
 \* **City:** Stonesville **State/Province:** Virginia **Postal Code/Zip:** 84111  
**Phone:** 456-538-8700  
 -----  
**Ext.:** Ext.  
**Fax:** 801-538-8888  
 -----

Last Edited By: System Administrator, 10/26/2008

**Registered Users** Add

Name	Email	Phone	City	State	Remove
John Doe	lhuff@mt.gov	406-444-9562	Helena	Montana	Remove
A grTest	jdayton@mt.gov	406-444-9562	Helena	Montana	Remove
Sunshine Moohn	lhuff@mt.gov	406-554-5135	Helena	Montana	Remove

Complete the form with the contact information for the person you are adding and click on “Save”

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

**My Profile**

**Name:**\*      
Salutation First Name Middle Name Last Name

**Title:**

**Email:**\*

**Address:**\*

\*     
City State/Province Postal Code/Zip

**Phone:**\*   **do not use hyphens**  
Phone Ext. -----

**Fax:**   
-----

You can view your organization information and see that you and the new registered user are now associated with the organization.

**Montana Grants and Loans**

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

**My Profile**

**Grantee Organization**

**Organization Information**

Name: Grantee Organization  
 Organization Type: Out of State For-Profit Company  
 Organization Website: www.grantororg.com  
 Address: 578 Main st.  
 1st Floor  
 \* Stonesville City Virginia 84111 Postal Code/Zip  
 Phone: 456-538-8700  
 Ext. Ext.  
 Fax: 801-538-8888

Last Edited By: System Administrator, 10/26/2008

**Registered Users** Add

Name	Email	Phone	City	State	Remove
sue anderson	lvolpe@mt.gov	406-444-9999	bozeman	Montana	Remove
John Doe	lhuff@mt.gov	406-444-9562	Helena	Montana	Remove
A grTest	jdayton@mt.gov	406-444-9562	Helena	Montana	Remove
Sunshine Moohn	lhuff@mt.gov	406-554-5135	Helena	Montana	Remove

**CAUTION: Only the **primary contact** for the organization should be adding and removing people from the organization!**

This feature allows the primary contact to add people to the WebGrants database, however when you select "Remove" this removes the person from the organization not the WebGrants database. Once you have added a person to your organization he or she will get an e-mail from WebGrants giving them their User ID and Password. **BE AWARE, if you add a person you previously removed, you are creating a duplicate record in the WebGrants database.** Please contact the Department of Natural Resources and Conservation to re-associate a person that you removed from your organization.

## Entering an Application

Contact us if you have any questions along the way.

Zach Owen-444-0552  
Lindsay Volpe-444-9766  
[Email](#)

Login to WebGrants using your username and password. Anything in the database highlighted with blue is a link. This is what you click on.

Go to [Funding Opportunities](#).

WebGrants - State of Montana - Windows Internet Explorer  
https://www.fundingmt.org/login.do

File Edit View Favorites Tools Help

★ Favorites WebGrants - State of Montana

Montana Grants and Loans

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

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

mt.gov  
Montana's Official State Website

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Choose the Opportunity you want to apply for. For DNRC, this will be the RRGL Project Grant, RRGL Planning Grant, or the RRGL DNRC Uniform Application.



**Funding Opportunities**

**Current Funding Opportunities**  
 This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.  
 Click on the title to open the Funding Opportunity summary.

ID	Agency	Program	Opportunity Title	Application Deadline
00469	Department of Agriculture	AGR GTA Growth Through Agriculture	AGR GTA TEST FO	01/31/2012
00544	Department of Agriculture	AGR GTA Growth Through Agriculture	AGR GTA TEST FO 2	03/31/2012
00769	Department of Agriculture	AGR GTA Mini-Grant Program	AGR GTA Mini-Grant FINAL TEST FO	Not Applicable
01340	Department of Agriculture	AGR GTA Mini-Grant Program	AGR GTA Mini-Grant SFY2012	Not Applicable
00973	Department of Agriculture	AGR Noxious Weed Trust Fund	Agr NWTF TEST FY12 Education	03/16/2012
00983	Department of Agriculture	AGR Noxious Weed Trust Fund	Agr NWTF TEST FY12 LC - Continuing	03/16/2012
00979	Department of Agriculture	AGR Noxious Weed Trust Fund	Agr NWTF TEST FY12 Research	03/16/2012
00982	Department of Agriculture	AGR Noxious Weed Trust Fund	Agr NWTF TEST FY12 LC - New	03/16/2012
00056	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR NWTF Emergency Weed Funding	10/30/2012
00666	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR NWTF Special County/Reservation	12/31/2012
00020	Department of Natural Resources and Conservation	DNRC RRGL Planning Grant	RRGL Planning Grant	08/24/2012
02138	Department of Natural Resources and Conservation	DNRC RRGL Project Grant	DNRC RRGL Project Grant Test 2	03/28/2012
00018	Department of Natural Resources and Conservation	DNRC RRGL Project Grant	RRGL Project Grant Test	08/24/2012
00061	Department of Natural Resources and Conservation	DNRC Uniform Application for Montana Public Facility Projects	RRGL DNRC Uniform Application	09/21/2012
00016	Department of Commerce	DOC CDD Quality Schools Grant Program	QSGP FO Example	02/07/2012
01336	Department of Commerce	DOC CDD Quality Schools Grant Program	QSGP FO Example text 2	02/10/2012
00980	Department of Fish, Wildlife and Parks	FWP RTP Recreational Trails Program	RTP Test FO	01/18/2013

The screenshot shows a web browser window with the URL <https://www.fundingmt.org/viewOpportunity.do?opportunityPk=1329495522505>. The page features a header with the Montana logo and the text "Grants and Loans". Below the header is a navigation bar with "Menu", "Help", and "Log Out" links, and a set of action icons: "Back", "Print", "Add", "Delete", "Edit", and "Save".

The main content area is titled "Funding Opportunities" and contains a section for "Current Applications". Below this is a table with columns for "ID", "Application Title", and "Status". The table is currently empty, with the text "No existing applications" centered below it.

The "Opportunity Details" section includes the following information:

- Opportunity Title:** 02138-DNRC RRGL Project Grant Test 2
- Project Name:** DNRC RRGL Project Grant
- Application Deadline:** 03/28/2012 12:00 AM
- Award Amount Range:** \$0.00 - \$100,000.00
- Program Officer:** Zach Owen
- Phone:** 406-444-0552 x
- Email:** [ZOwen@mt.gov](mailto:ZOwen@mt.gov)

At the top right of the "Opportunity Details" section, there are two links: "Copy Existing Application" and "Start a New Application". The "Start a New Application" link is circled in red.

The "Description" section contains the following text:

**The Renewable Resource Grant and Loan Program**  
**Instructions and Forms for Grant and Loan Applications**

The "General Information" section provides a detailed description of the program:

The Montana Legislature established the Renewable Resource Grant and Loan Program (RRGL) to enhance and develop Montana's renewable resources. The Resource Development Bureau of the Department of Natural Resources and Conservation (DNRC) administers the program. This program is funded through earnings from certain natural resource-based taxes. Use this application to apply both for renewable resource grants and loans. Application forms in this booklet are for **governmental entities only**.

This is the general information about the grant opportunity. There is also a link to the complete paper application in pdf form at the bottom of this page. You can print it out and use it as a reference as you fill it out online. You should have a paper application already, since we are still requiring two paper copies.

Click on [Start a New Application](#). In the future, when you've already entered applications, you can copy them the next year and just change the information relating to the new project. Hopefully this will save time. To do that you would just

click [Copy Existing Application](#) and it will let you choose which application you'd like to copy.

Fill in the General Information, then click [Save](#). The Primary Contact and Authorized Official are the people with the same title from the contacts page of the application.

The screenshot shows a web browser window titled "WebGrants - State of Montana - Windows Internet Explorer". The address bar shows the URL: <https://www.fundingmt.org/edit.ApplicationGeneralInformation.do?programAreaPk=1313870124000&opportunityPk=1329495522505&round=2>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "WebGrants - State of Montana".

The main content area features a green header with the "Montana" logo and the text "Grants and Loans". Below the header is a navigation bar with "Menu | Help | Log Out" on the left and "Back | Print | Add | Delete | Edit | Save" on the right. The "Save" button is circled in red.

The "General Information" section contains the following fields:

- Primary Contact:** Zachary Owen (dropdown menu)
- Project Title: (limited to 250 characters):** Long Canal Rehab Phase I (text input field)
- Authorized Official:** Zachary Owen (dropdown menu)
- Organization:** Government Entity (dropdown menu)

A "Return to Top" link is located at the bottom right of the form area.

The footer includes the "mt.gov" logo with the text "Montana's Official State Website" and the following copyright information: "Dulles Technology Partners Inc. © 2001-2012 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved."

Once you save, you'll see this page. Make sure everything is correct. If something is wrong, click [Edit](#) and fix it. [Save](#) again, then click [Go to Application Forms](#).

The screenshot shows a web browser window with the following content:

- Browser Title:** WebGrants - State of Montana - Windows Internet Explorer
- Address Bar:** https://www.fundingmt.org/saveApplicationGeneralInformation.do
- Page Header:** Montana Grants and Loans
- Navigation:** Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save
- Application Section:**
  - 02138 - DNRC RRGL Project Grant Test 2**
  - Project Title: 03200 - Long Canal Rehab Phase I
  - Program Area: DNRC RRGL Project Grant
  - Proposal Deadline: 03/28/2012
- Instructions:** To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.
- General Information:**
  - System ID: 03200
  - Project Title: Long Canal Rehab Phase I
  - Primary Contact: Zachary Owen
  - Additional Contacts: Zachary Owen
  - Organization: Government Entity
- Footer:** mt.gov Montana's Official State Website | Dulles Technology Partners Inc. © 2001-2012 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved.

A red circle highlights the [Go to Application Forms](#) link in the General Information section.

This is the application. The Application Forms are all the sections of the application. You'll need to go into each one individually, enter the required information (\*), Save, then Mark As Complete. You'll see that you've already completed General Information. Just click on the next form, [Application Summary](#).

**Application**

**02138 - DNRC RRGL Project Grant Test 2**

Project Title: 03200 - Long Canal Rehab Phase I  
 Program Area: DNRC RRGL Project Grant  
 Proposal Deadline: 03/28/2012

**Instructions**  
 Select the form title in blue that you wish to complete.

Application Forms		Preview	Submit
Form Name	Complete?	Last Edited	
General Information	✓	02/27/2012	
<a href="#">Application Summary</a>			
Proposed Funding Sources			
Project Contacts			
Proposal Abstract			
Resource and Citizen Benefits Narrative			
Technical Narrative			
Project Management Narrative			
Financial Narrative			
Budget			
Applicant Affordability Data			
Environmental Narrative			
Environmental Checklist			
Other Attachments			

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 Montana's Official State Website

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Enter the required information. There are brief instructions under the fields helping with what you can/should enter. After you save this form, you'll be able to attach a pdf or other form of a map of the project. Do that, then click [Mark As Complete](#).

**WebGrants - State of Montana - Windows Internet Explorer**  
https://www.fundingmt.org/editComponent.do?property(documentPk)=1330357183627&property(componentDefPk)=1313872849753

File Edit View Favorites Tools Help

WebGrants - State of Montana

All applicants are required to fill out this form. To attach a map, fill out the required information and save. DO NOT MARK AS COMPLETE. Select the icon next to 'attach map' and upload file. Once all the information is correct select 'Mark as Complete' or 'Go to Application Forms'. The fields with the red asterisk are required before you will be able to select save.

### Application Summary

**Type of Project:**\* Irrigation  
Include a map of the project area and latitude and longitude. Township, range and section  
Dams  
Drinking Water  
Groundwater Study  
Irrigation  
Municipal  
Other  
Solid Waste  
Storm Sewer  
Wastewater  
Water Management  
Study

**Project Location:**\* 3W. Gps coordinates if you

**State Senate District:**\*  
1  
2  
3  
4  
Please press Ctrl + Click to select multiple items

**State House District:**\*  
1  
2  
3  
4  
Please press Ctrl + Click to select multiple items

**Population Served by Project:**\* 0  
If not applicable enter zero

**Households Served by Project:**\* 0  
If not applicable enter zero

**Number of Farms or Ranches Served by Project:**\* 100  
If not applicable enter zero

**Number of Acres Served by Project:**\* 10,000  
If not applicable enter zero

**County:**\*  
Beaverhead  
Big Horn  
Blaine  
Broadwater  
Please press Ctrl + Click to select multiple items

**Attach Map:**  
Select icon to attach map

[Return to Top](#)

Done



Application

**02138 - DNRC RRGL Project Grant Test 2**  
Project Title: 03200 - Long Canal Rehab Phase I  
Program Area: DNRC RRGL Project Grant  
Proposal Deadline: 03/28/2012

**Instructions**  
All applicants are required to fill out this form. To attach a map, fill out the required information and save. DO NOT MARK AS COMPLETE. Select the icon next to 'attach map' and upload file. Once all the information is correct select 'Mark as Complete' or 'Go to Application Forms'. The fields with the red asterisk are required before you will be able to select save.

**Application Summary** [Mark as Complete](#) [Go to Application Forms](#)

**Type of Project:** Irrigation  
*Include a map of the project area and latitude/longitude coordinates or township, range and section*  
**Project Location:** Township 2N, Range 3W. Gps coordinates if you have them.  
**State Senate District:** 1  
**State House District:** 2  
**Population Served by Project:** 0  
If not applicable enter zero  
**Households Served by Project:** 0  
If not applicable enter zero  
**Number of Farms or Ranches Served by Project:** 100  
If not applicable enter zero  
**Number of Acres Served by Project:** 10000  
If not applicable enter zero  
**County:** Beaverhead  
**Attach Map:**   
Select icon to attach map

This will take you back to the main Application Forms. Do this same thing for all the forms.

WebGrants - State of Montana - Windows Internet Explorer

https://www.fundingmt.org/appComponents.do?documentPk=1330357183627

File Edit View Favorites Tools Help

WebGrants - State of Montana

# Montana Grants and Loans

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

## Application

**02138 - DNRC RRGL Project Grant Test 2**

Project Title: 03200 - Long Canal Rehab Phase I  
Program Area: DNRC RRGL Project Grant  
Proposal Deadline: 03/28/2012

### Instructions

Select the form title in blue that you wish to complete.

Application Forms		Preview   Submit
Form Name	Complete?	Last Edited
General Information	✓	02/27/2012
Application Summary	✓	02/27/2012
Proposed Funding Sources		
Project Contacts		
Proposal Abstract		
Resource and Citizen Benefits Narrative		
Technical Narrative		
Project Management Narrative		
Financial Narrative		
Budget		
Applicant Affordability Data		
Environmental Narrative		
Environmental Checklist		
Other Attachments		

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For Proposed Funding Sources, click the Add button.

The screenshot shows a web browser window titled "WebGrants - State of Montana - Windows Internet Explorer". The address bar shows the URL: [https://www.fundingmt.org/viewComponent.do?property\(documentPk\)=1330357183627&property\(componentDefPk\)=1313873079693](https://www.fundingmt.org/viewComponent.do?property(documentPk)=1330357183627&property(componentDefPk)=1313873079693). The page header features the "Montana" logo and "Grants and Loans" text. A navigation bar includes "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". The "Add" button is circled in red. Below the navigation bar is an "Application" section for "02138 - DNRC RRGL Project Grant Test 2". The project details are: Project Title: 03200 - Long Canal Rehab Phase I, Program Area: DNRC RRGL Project Grant, and Proposal Deadline: 03/28/2012. An "Instructions" section states: "To enter a funding source, select 'add' at the top right corner of the screen." The "Proposed Funding Sources" section includes a "Mark as Complete" and "Go to Application Forms" link. Below this is a table with columns: Funding Source, Type, Committed/Uncommitted, and Amount. The table currently shows a total amount of \$0.00. The footer contains the "mt.gov" logo and copyright information for Dulles Technology Partners Inc. (© 2001-2012).

**02138 - DNRC RRGL Project Grant Test 2**

Project Title: 03200 - Long Canal Rehab Phase I  
Program Area: DNRC RRGL Project Grant  
Proposal Deadline: 03/28/2012

**Instructions**  
To enter a funding source, select 'add' at the top right corner of the screen.

**Proposed Funding Sources** [Mark as Complete](#) | [Go to Application Forms](#)

Enter the source and amount of all possible funding for this project. Total the amount for each source. Even if you have not yet applied for the funds or have not yet received a commitment from the source, list the funds. The total amount of the proposed funding may be greater than the estimated total project cost indicated below.

Note: Committed monies must have a written letter committing funds to the project.

Funding Source	Type	Committed/Uncommitted	Amount
			\$0.00

Last Edited By:

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Enter the required information and **Save**. Do this for as many funding sources as you expect to get. Just keep clicking the **Add** button and saving the info.

The screenshot shows a web browser window titled "WebGrants - State of Montana - Windows Internet Explorer". The address bar contains a URL from "www.fundingmt.org". The page header features the "Montana" logo and "Grants and Loans" text. A navigation bar includes "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save" buttons. The main content area is titled "Application" and displays project information: "02138 - DNRC RRGL Project Grant Test 2", "Project Title: 03200 - Long Canal Rehab Phase I", "Program Area: DNRC RRGL Project Grant", and "Proposal Deadline: 03/28/2012". Below this is an "Instructions" section with the text: "To enter a funding source, select 'add' at the top right corner of the screen." The "Proposed Funding Sources" section contains the following text: "Enter the source and amount of all possible funding for this project. Total the amount for each source. Even if you have not yet applied for the funds or have not yet received a commitment from the source, list the funds. The total amount of the proposed funding may be greater than the estimated total project cost indicated below." and a note: "Note: Committed monies must have a written letter committing funds to the project." The form fields are: "Funding Source\*" (dropdown menu with "Applicant" selected), "Type\*" (dropdown menu with "Cash Reserves" selected), "Committed/Uncommitted\*" (dropdown menu with "Committed" selected), and "Amount\*" (text input field with "\$10,000" entered). A "Return to Top" link is located at the bottom right of the form. The footer includes the "mt.gov" logo and the text "Montana's Official State Website" on the left, and "Dulles Technology Partners Inc. © 2001-2012 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved." on the right.

Click **Mark as Complete**, and move onto the next form.

WebGrants - State of Montana - Windows Internet Explorer

https://www.fundingmt.org/saveComponent.do

File Edit View Favorites Tools Help

WebGrants - State of Montana

# Montana Grants and Loans

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

## Application

**02138 - DNRC RRGL Project Grant Test 2**

Project Title: 03200 - Long Canal Rehab Phase I  
 Program Area: DNRC RRGL Project Grant  
 Proposal Deadline: 03/28/2012

### Instructions

To enter a funding source, select 'add' at the top right corner of the screen.

### Proposed Funding Sources [Mark as Complete](#) | [Go to Application Forms](#)

Enter the source and amount of all possible funding for this project. Total the amount for each source. Even if you have not yet applied for the funds or have not yet received a commitment from the source, list the funds. The total amount of the proposed funding may be greater than the estimated total project cost indicated below.

Note: Committed monies must have a written letter committing funds to the project.

Funding Source	Type	Committed/Uncommitted	Amount
Applicant	Cash Reserves	Committed	\$10,000.00
FWP	Grant	Uncommitted	\$15,000.00
RRGL	Grant	Uncommitted	\$100,000.00
			<b>\$125,000.00</b>

Last Edited By: Zachary Owen, 02/27/2012

mt.gov  
Montana's Official State Website

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If you need to go back into a form to look at it, you just click on that form link (in blue) again, look it over, then click [Go to Application Forms](#) to get back to main application. You can also [Edit](#) each form when you're in there.

For all of the narratives, we recommend that you type your narrative in Word, following the outline in the database, then copy and paste it into the text box in the database. The database doesn't have spell check, and your applications needs to be legible for us to review it.

When you click on a narrative form, you may or may not already be in [Edit](#) mode. If you see this screen, you are not. Just click [Edit](#), and paste your narrative in from Word. If the [Edit](#) button isn't available, you're already in Edit mode. Paste in your narrative, [Save](#), and [Mark as Complete](#).

WebGrants - State of Montana - Windows Internet Explorer

https://www.fundingmt.org/viewComponent.do?property(documentPk)=1330357183627&property(componentDefPk)=1317139104262&property(compo

File Edit View Favorites Tools Help

WebGrants - State of Montana

Menu | Help | Log Out

Back | Print | Add | Delete | **Edit** | Save

**Application**

**02138 - DNRC RRGL Project Grant Test 2**

**Project Title:** 03200 - Long Canal Rehab Phase I

**Program Area:** DNRC RRGL Project Grant

**Proposal Deadline:** 03/28/2012

**Instructions**

*Outline for Resource and Citizen Benefits Narrative*

*Use the Outline for the Resource and Citizen Benefits Narrative to organize your presentation. The narrative should describe how and to what extent your project benefits a renewable resource as described in the statute and definitions provided.*

*Projects with the greatest benefits to renewable resources tend to rank the highest. Project reviewers need enough information and documentation to determine if the benefits claimed in your proposal are actually attainable.*

*The outline below presents the topics that DNRC will use to evaluate your project's renewable resource and Public Benefits, based on the statute and definitions provided. This outline is not all-inclusive; you may wish to address other topics.*

- 1. Describe the project's renewable resource benefits- conservation, management, development and preservation and the method used to evaluate and quantify the project's renewable resource benefits.*
- 2. Describe the public or citizen benefits that enhance the common well-being, safety, health, or welfare of the citizens of Montana.*

*Tie Breaker Preferences*

*Tie breaking preferences will be given to projects have an equal score and that implement state water plan priorities and/or will mitigate human health or safety problems.*

**USE THE HELP MENU FOR MORE TIPS/DEFINITIONS ETC**

*The fields with the red asterisks are required to*

**Resource and Citizen Benefits Narrative** [Mark as Complete](#) | [Go to Application Forms](#)

**Renewable Resource Benefits\***

*Describe the project's renewable resource benefits- conservation, management, development and preservation and the method used to evaluate and quantify the project's renewable resource benefits.*

**Public Benefits\***

*Describe the public or citizen benefits that enhance the common well-being, safety, health, or welfare of the citizens of Montana.*

*Tie Breaker Preferences Tie breaking preferences will be given to projects have an equal score and that implement state water plan priorities and/or will mitigate human health or safety problems.*

*Tip: Projects that benefit health and safety must also demonstrate renewable resource benefits in order to be considered.*

Last Edited By:

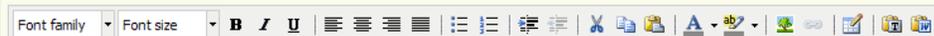
USE THE HELP MENU FOR MORE TIPS/DEFINITIONS ETC

The fields with the red asterisks are required to

### Resource and Citizen Benefits Narrative

#### Renewable Resource Benefits\*

Describe the project's renewable resource benefits- conservation, management, development and preservation and the method used to evaluate and quantify the project's renewable resource benefits.



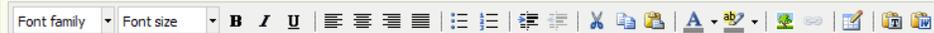
Empty text area for Renewable Resource Benefits narrative.

#### Public Benefits\*

Describe the public or citizen benefits that enhance the common well-being, safety, health, or welfare of the citizens of Montana.

*Tie Breaker Preferences* Tie breaking preferences will be given to projects have an equal score and that implement state water plan priorities and/or will mitigate human health or safety problems.

Tip: Projects that benefit health and safety must also demonstrate renewable resource benefits in order to be considered.



Empty text area for Public Benefits narrative.

[Return to Top](#)



**Application**

**02138 - DNRC RRGL Project Grant Test 2**

**Project Title:** 03200 - Long Canal Rehab Phase I

**Program Area:** DNRC RRGL Project Grant

**Proposal Deadline:** 03/28/2012

**Instructions**

*Outline for Resource and Citizen Benefits Narrative*

*Use the Outline for the Resource and Citizen Benefits Narrative to organize your presentation. The narrative should describe how and to what extent your project benefits a renewable resource as described in the statute and definitions provided.*

*Projects with the greatest benefits to renewable resources tend to rank the highest. Project reviewers need enough information and documentation to determine if the benefits claimed in your proposal are actually attainable.*

*The outline below presents the topics that DNRC will use to evaluate your project's renewable resource and Public Benefits, based on the statute and definitions provided. This outline is not all-inclusive; you may wish to address other topics.*

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*2. Describe the public or citizen benefits that enhance the common well-being, safety, health, or welfare of the citizens of Montana.*

*Tie Breaker Preferences*

*Tie breaking preferences will be given to projects have an equal score and that implement state water plan priorities and/or will mitigate human health or safety problems.*

*USE THE HELP MENU FOR MORE TIPS/DEFINITIONS ETC*

*The fields with the red asterisks are required to*

**Resource and Citizen Benefits Narrative**

[Mark as Complete](#) [Go to Application Forms](#)

**Renewable Resource Benefits\***

*Describe the project's renewable resource benefits- conservation, management, development and preservation and the method used to evaluate and quantify the project's renewable resource benefits.*

Tons

**Public Benefits\***

For the Budget Form, DNRC grant is the RRGL Grant you are applying for. Please use the dropdowns to identify what each “other” column is. Don’t use RRGL or Applicant from these dropdowns, since they’re already included in the budget columns. Try to give a short description of the budget item, if it’s not obvious.

WebGrants - State of Montana - Windows Internet Explorer

https://www.fundingmt.org/editComponent.do?property(documentPK)=1330357183627&property(componentDefPK)=1313873681474

File Edit View Favorites Tools Help

WebGrants - State of Montana

**Other Sources**  
Please specify the other sources

Other 1: FWP  
Other 2: USFWS  
Other 3: TU  
Other 4: Applicant  
Other 5: BIA  
Other 6: CDBG  
DEQ  
FWP  
Intercap Loan  
NRCS  
Other  
RD Grant  
RD Loan  
RRGL  
RRID  
SRF  
STAG  
TSEP  
USFWS  
WRDA

**Budget**

Row	Description	DNRC Grant	DNRC Loan	Project Sponsor	Other 1	Other 2	Other 3	Other 4	Other 5	Other 6
<b>Contract Administration</b>										
Project manager		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative support		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal fees/bond counsel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audit fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loan origination fee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bond reserve		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communications		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rental		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Professional and Technical Costs</b>										
Professional/technical		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Done Internet 100%

There may be some forms which you won't use, but you'll still need to click on them, and mark them as **Complete**. Once you've filled out all the required information and marked every Application Form as Complete, you can **Preview** your application. You can also print a copy to pdf. Make sure all the information looks right. Click **Go to Application Forms** to return to the screen.

**Application**

**02138 - DNRC RRGL Project Grant Test 2**

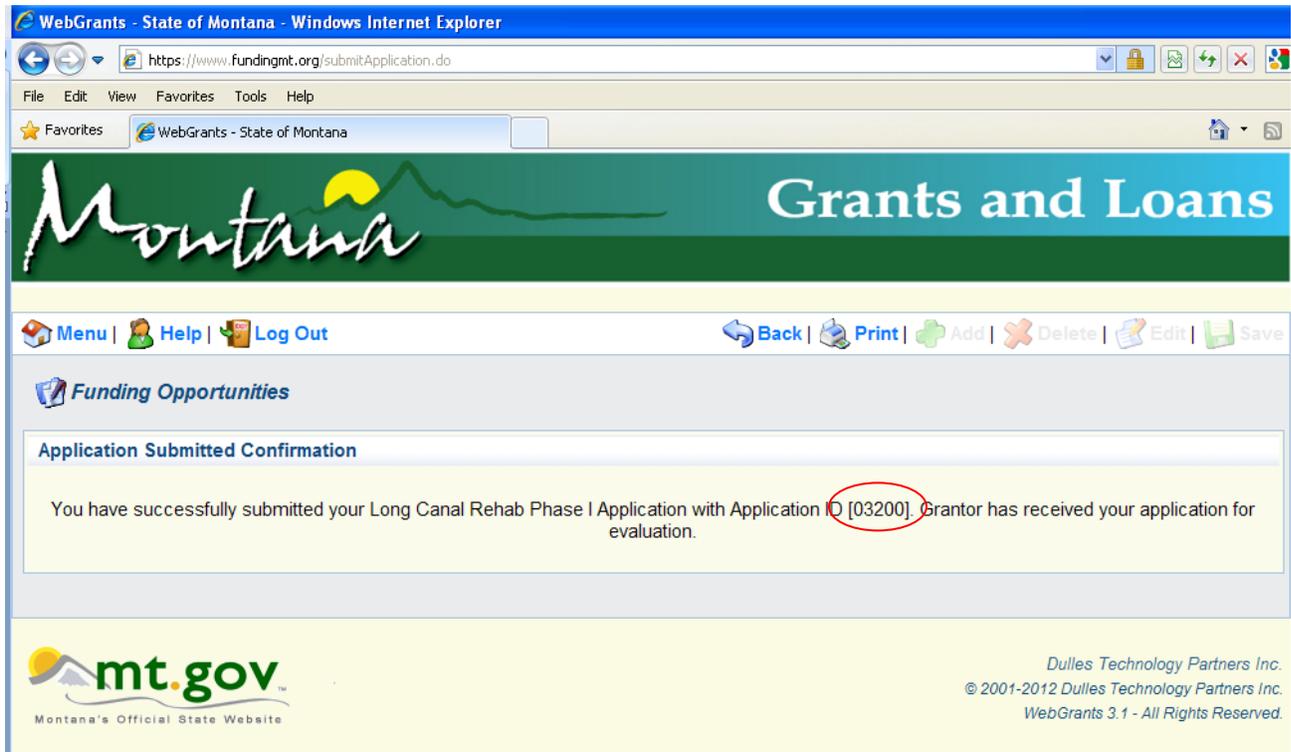
Project Title: 03200 - Long Canal Rehab Phase I  
 Program Area: DNRC RRGL Project Grant  
 Proposal Deadline: 03/28/2012  
 Requested Total: \$100,000.00

**Instructions**  
 Select the form title in blue that you wish to complete.

Application Forms			<a href="#">Preview</a>   <a href="#">Submit</a>
Form Name	Complete?	Last Edited	
General Information	✓	02/27/2012	
Application Summary	✓	02/27/2012	
Proposed Funding Sources	✓	02/27/2012	
Project Contacts	✓	02/27/2012	
Proposal Abstract	✓	02/27/2012	
Resource and Citizen Benefits Narrative	✓	02/27/2012	
Technical Narrative	✓	02/27/2012	
Project Management Narrative	✓	02/27/2012	
Financial Narrative	✓	02/27/2012	
Budget	✓	02/27/2012	
Applicant Affordability Data	✓	02/27/2012	
Environmental Narrative	✓	02/27/2012	
Environmental Checklist	✓	02/27/2012	
Other Attachments	✓	02/27/2012	

If everything looks good to you, Submit the application by clicking the **Submit** link.

It's not a bad idea to write down this reference number.



Once you submit your application, it will be locked from editing. If you need to change something, or we find an error, we can open it back up for you to edit. [Contact us](#) if you think something is wrong, or if you have any questions along the way.

Welcome to the WebGrants Application Summary Form Instructions

Please read the instructions below carefully before proceeding to enter Application Summary information

✓ Login at: <https://funding.mt.gov> or <http://fundingmt.org>

Once you are in your funding opportunity and are entering an application, select the Application Form called *Application Summary*.

Application Forms		Preview	Submit
	Form Name	Complete?	Last Edited
General Information		✓	03/20/2012
<b>Application Summary</b>			
Proposed Funding Sources			
Project Contacts			
Proposal Abstract			
Resource and Citizen Benefits Narrative			
Technical Narrative			
Project Management Narrative			
Financial Narrative			
Budget		✓	03/20/2012
Applicant Affordability Data			
Environmental Narrative			
Environmental Checklist			
Environmental Checklist			
Other Attachments			

The Application Summary form opens up in the editing state, which allows you to enter the project information directly into the form. All fields are required before you can save this form (red asterisk). The items which can multi-select are indicated. It is very important that you select all of the senate and house districts and the counties which your project falls in. although the attach map icon is not available on this screen, it will be once the required information is entered and saved.

**Application Summary** Mark as Complete | Go to Application Forms

**Type of Project:** Irrigation

*Include a map of the project area and latitude/longitude coordinates or township, range and section*

**Project Location:** t18nr5w sec 2

**State Senate District:** 1

**State House District:** 2

**Population Served by Project:** 0  
If not applicable enter zero

**Households Served by Project:** 0  
If not applicable enter zero

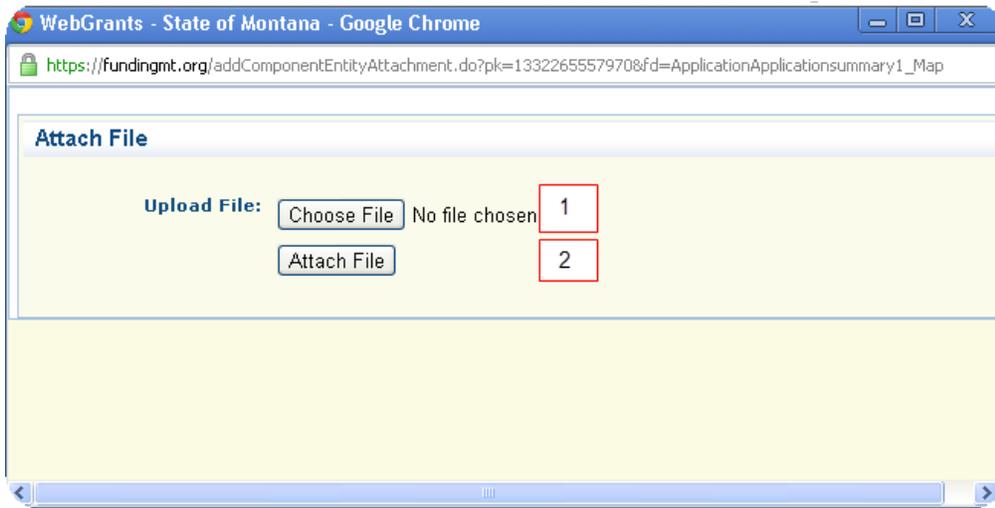
**Number of Farms or Ranches Served by Project:** 0  
If not applicable enter zero

**Number of Acres Served by Project:** 0  
If not applicable enter zero

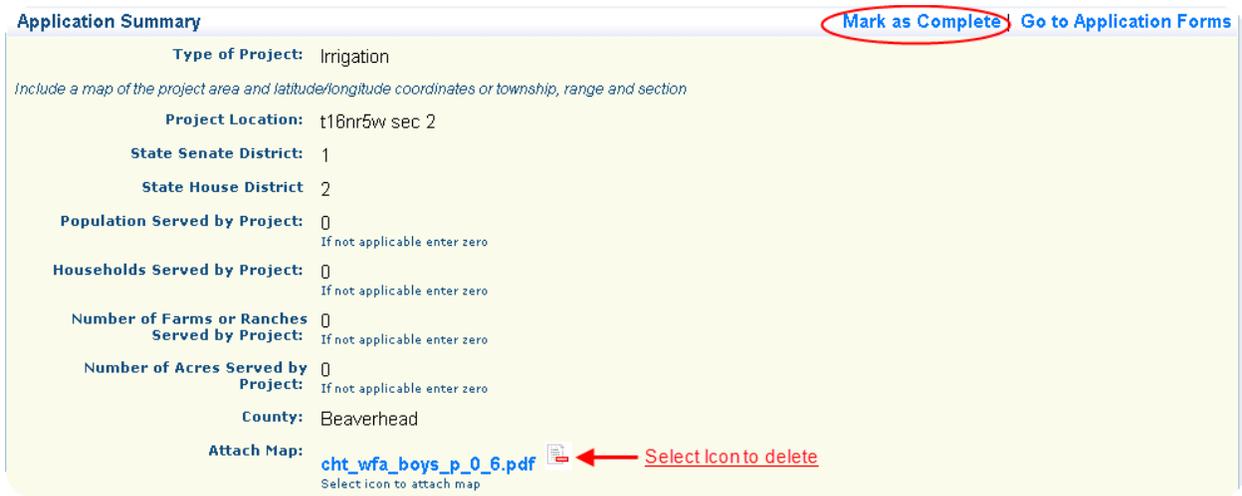
**County:** Beaverhead

**Attach Map:**  Select icon to attach map

Once you select the icon you will be prompted by a separate screen to attach the map. You will need to select *choose file* and then select *attach file*.



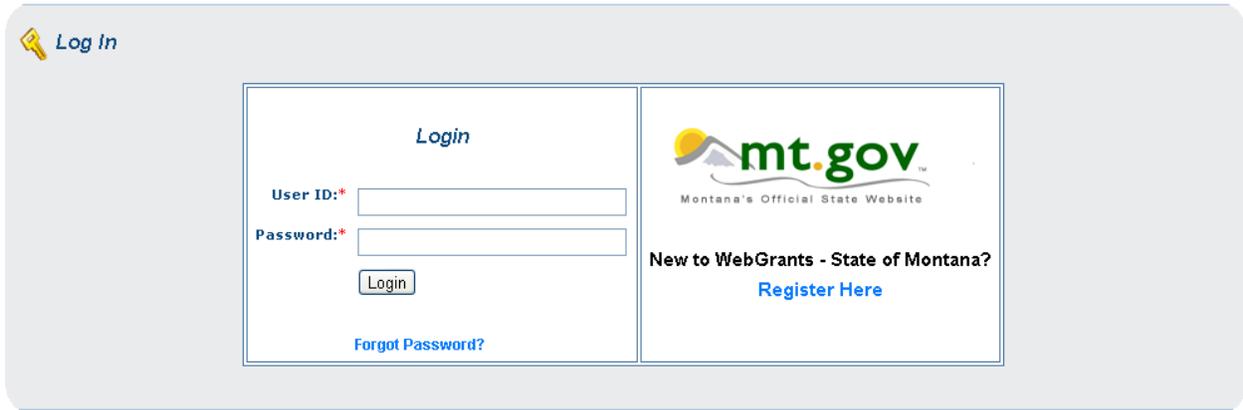
If you need to remove the attached document, select the icon. You can only attach one document to this form. When you are finished attaching the document, mark the form as complete. If you need to make changes, you can go back in and edit the form.



Welcome to the WebGrants Budget Form Instructions

Please read the instructions below carefully before proceeding to enter budget information

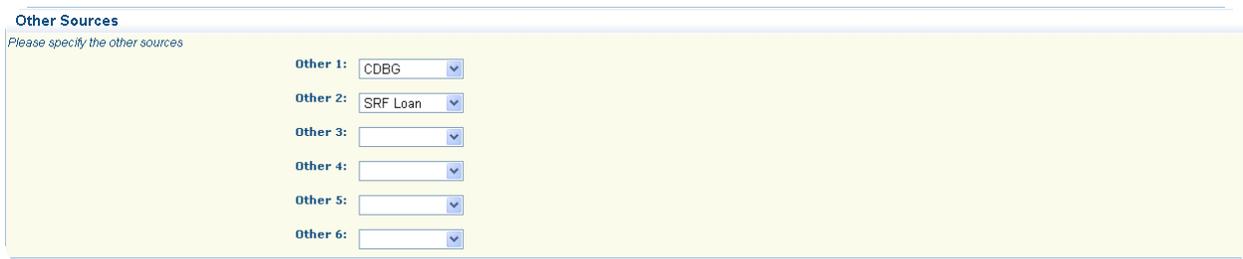
✓ Login at: <https://funding.mt.gov> or <http://fundingmt.org>



Once you are in your funding opportunity and are entering an application, select the Application Form called *Budget*.

Application Forms		Preview	Submit
Form Name	Complete?	Last Edited	
General Information	✓	03/20/2012	
Application Summary			
Proposed Funding Sources			
Project Contacts			
Proposal Abstract			
Resource and Citizen Benefits Narrative			
Technical Narrative			
Project Management Narrative			
Financial Narrative			
<b>Budget</b>			
Applicant Affordability Data			
Environmental Narrative			
Environmental Checklist			
Environmental Checklist			
Other Attachments			

The Budget form opens up in the editing state, which allows you to enter the budget information directly into the form. Fill in "Other Sources" to enter the funding sources for the project besides the DNRC grant. DNRC grant, DNRC loan and Project Sponsor are stand alone columns in the Budget table.



The Other Sources listed as Other 1; Other 2; etc... correspond to the fields in the tables. Fill out the project budget by section and include a description of the budget item. Budget sections have that have generic sections at the bottom that will need a description. Feel free to add the information where it fits best and add clarification or notes in the description section.

Budget									
Row	Description	DNRC Grant	DNRC Loan	Project Sponsor	Other 1	Other 2	Other 3	Other 4	Other 5
<b>Contract Administration</b>									
Project manager	grant oversight	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative support			\$0.00	1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal fees/bond counsel		\$0.00	\$0.00	\$0.00	\$0.00	5000	\$0.00	\$0.00	\$0.00
Audit fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loan origination fee		\$0.00	\$0.00	\$0.00	\$0.00	5000	\$0.00	\$0.00	\$0.00
Bond reserve		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communications		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies		\$100.00	\$0.00	200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel		\$0.00	\$0.00	500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rental		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Professional and Technical Costs</b>									
Professional/Technical	design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional	construction design/oversight	\$0.00	\$0.00	\$0.00	\$0.00	75000	\$0.00	\$0.00	\$0.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Technical Services</b>									
Technical Services	bid package	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Construction Costs</b>									
Labor		\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Materials		\$70,000.00	\$0.00	\$0.00	\$0.00	250000	\$0.00	\$0.00	\$0.00
Equipment		\$10,000.00	\$0.00	\$0.00	\$0.00	100000	\$0.00	\$0.00	\$0.00
Construction contract		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency (10%)		\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Select save when all the information is entered correctly and you are ready to proceed to the next form. You can always edit this information before submitting if the information changes. Make sure all cells have a value to avoid an error. The request total is filled in by WebGrants when you select save. If this amount is incorrect, you can edit the budget table under DNRC Grant.

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

**Application**

00018 - RRGL Project Grant Test

Project Title: 03875 - ea test

Program Area: DNRC RRGL Project Grant

Proposal Deadline: 08/24/2012

Requested Total: **\$95,600.00**

Verify the budget information in the next screen and review to make sure it is complete.

Budget											
Row	Description	DNRC Grant	DNRC Loan	Project Sponsor	Other 1	Other 2	Other 3	Other 4	Other 5	Other 6	Total
<b>Contract Administration</b>											
Project manager	grant oversight	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Administrative support		\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Benefits		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal fees/bond counsel		\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Audit fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loan origination fee		\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Bond reserve		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>
Communications		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies		\$100.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Travel		\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Rental		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total</b>		<b>\$100.00</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>
<b>Running Total</b>		<b>\$3,100.00</b>	<b>\$0.00</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,300.00</b>
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Professional and Technical Costs</b>											
Professional/technical	design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional	construction design/oversight	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>
<b>Technical Services</b>											
Technical Services	bid package	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technical Services		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Running Total</b>		<b>\$3,100.00</b>	<b>\$0.00</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,300.00</b>
<b>Construction Costs</b>											
Labor		\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Materials		\$70,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320,000.00
Equipment		\$10,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00
Construction contract		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency (10%)		\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
<b>Sub-Total</b>		<b>\$92,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$442,500.00</b>
<b>Totals</b>		<b>\$95,600.00</b>	<b>\$0.00</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>\$435,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$532,800.00</b>

Once you have verified the information, select Mark as Complete.

Other Sources	<a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a>
<i>Please specify the other sources</i>	
<b>Other 1:</b> CDBG	
<b>Other 2:</b> SRF Loan	
<b>Other 3:</b>	
<b>Other 4:</b>	
<b>Other 5:</b>	
<b>Other 6:</b>	

**Questions?** Please call Zach Owen 444-0552 or Lindsay Volpe 444-9766