

Entering an Application into Webgrants

Reclamation and Development Grants Program

Contact me if you have any questions along the way:

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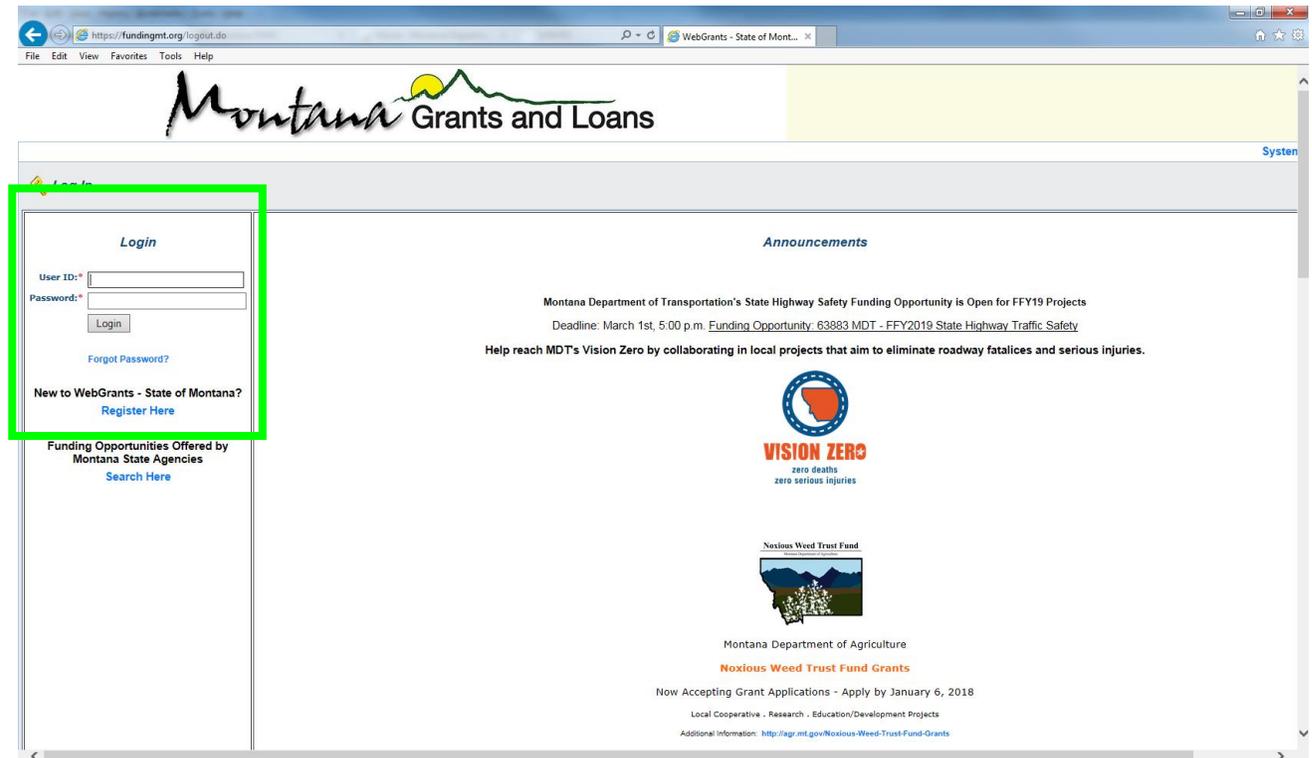
Things to know before you begin:

- Any text highlighted with blue is a link. Click on these to move through the application process.
- Use the back button within the Webgrants system. Do not use the back button on your internet browser.

The screenshot shows the 'Montana Grants and Loans' web application interface. The browser's address bar shows the URL 'https://fundgrants.com/...'. The page title is 'WebGrants - State of Mont...'. The main navigation bar includes 'Menu', 'Help', and 'Log Out'. A 'Back' button is circled in green. A red 'X' is placed over the browser's back button, with a red box containing the text 'Do not use this back button.'. A green box contains the text 'Use this back button.' pointing to the application's 'Back' button. A green box on the right side of the 'Main Menu' contains the text 'These are links.' pointing to a list of menu items: 'Grantee Instructions', 'My Profile', 'Funding Opportunities', 'My Applications', 'My Grants', and 'My Inventory'. The footer includes 'MONTANA.GOV OFFICIAL STATE WEBSITE', 'Contact Us', 'Privacy and Security', 'Accessibility Policy', and copyright information for Dulles Technology Partners Inc.

Login to Webgrants (www.fundingmt.org)

- Login to WebGrants using your username and password. If you are new to Webgrants please register for an account.
- Please note that registering does not automatically grant you access to webgrants, it may take a few hours or more to gain access. If you are having trouble gaining access after registering call DNRC at 406-444-6667



The screenshot shows the Montana Grants and Loans website. The browser address bar displays <https://fundingmt.org/logout.do>. The website header features the "Montana Grants and Loans" logo. A green box highlights the "Login" form, which includes the following elements:

- Login** (title)
- User ID:
- Password:
-
- [Forgot Password?](#)
- New to WebGrants - State of Montana?
[Register Here](#)
- Funding Opportunities Offered by Montana State Agencies
[Search Here](#)

The main content area contains an "Announcements" section with the following text:

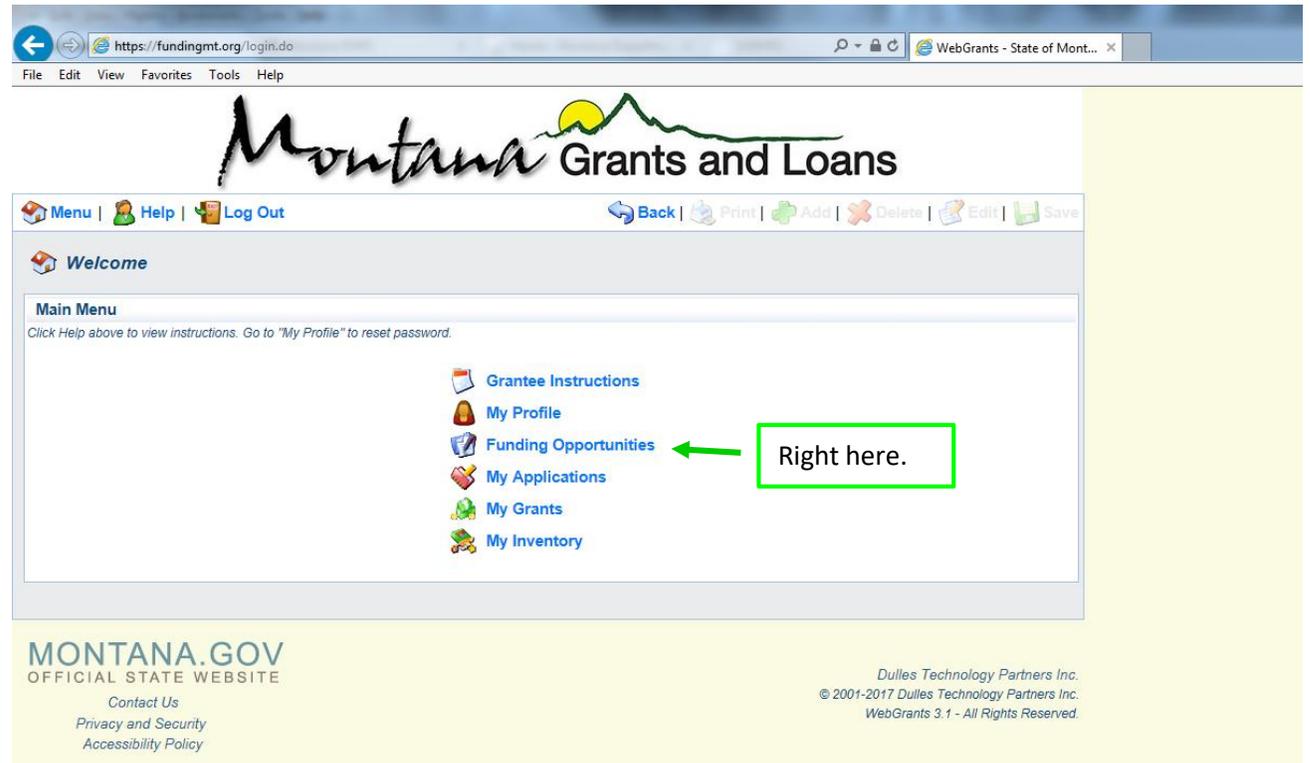
Montana Department of Transportation's State Highway Safety Funding Opportunity is Open for FFY19 Projects
Deadline: March 1st, 5:00 p.m. Funding Opportunity: 63883.MDT - FFY2019 State Highway Traffic Safety
Help reach MDT's Vision Zero by collaborating in local projects that aim to eliminate roadway fatalities and serious injuries.

Below the announcement is the "VISION ZERO" logo with the tagline "zero deaths zero serious injuries".

At the bottom, there is a section for the "Noxious Weed Trust Fund" from the Montana Department of Agriculture, stating "Now Accepting Grant Applications - Apply by January 6, 2018".

Go to Funding Opportunities

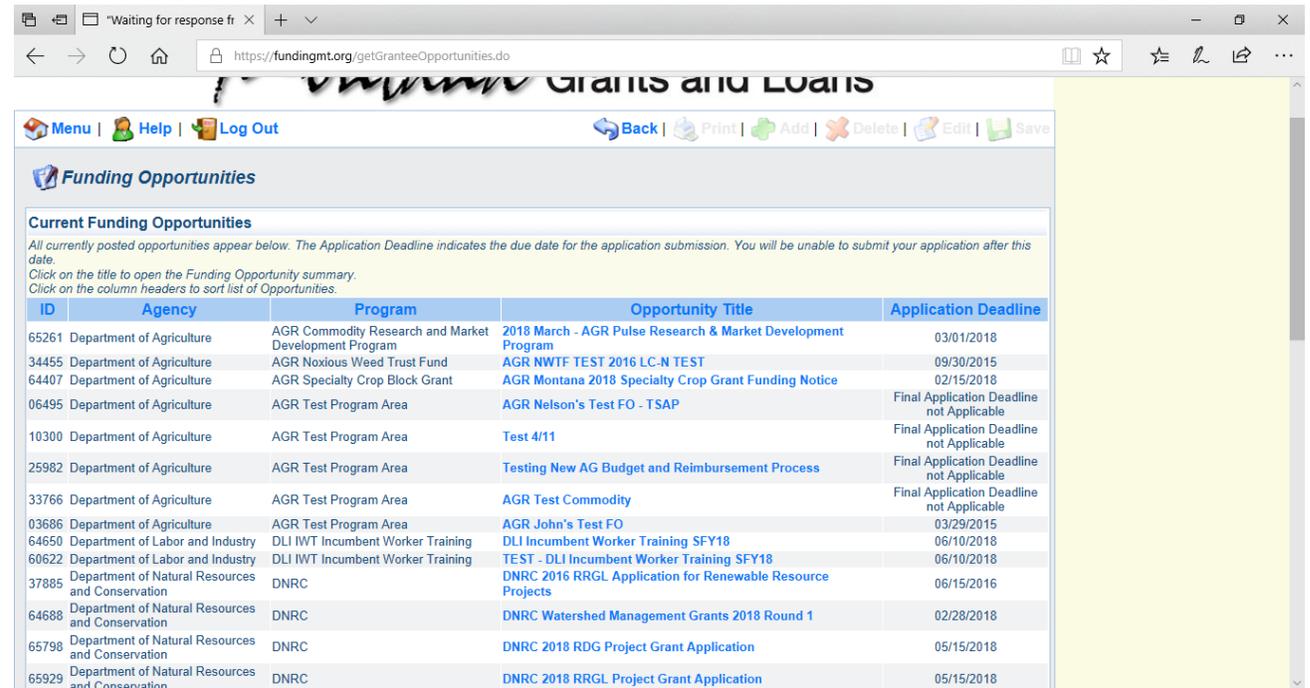
- Click on Funding Opportunities.



The screenshot shows a web browser window with the URL <https://fundingmt.org/login.do>. The page title is "Montana Grants and Loans". The navigation bar includes "Menu", "Help", and "Log Out". The main menu is titled "Main Menu" and contains the following links: "Grantee Instructions", "My Profile", "Funding Opportunities", "My Applications", "My Grants", and "My Inventory". A green arrow points to the "Funding Opportunities" link, which is enclosed in a green box with the text "Right here." next to it. The footer of the page includes "MONTANA.GOV OFFICIAL STATE WEBSITE" and "Dulles Technology Partners Inc. © 2001-2017 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved."

Choose the Funding Opportunity

- Click on the funding opportunity you want to apply for.



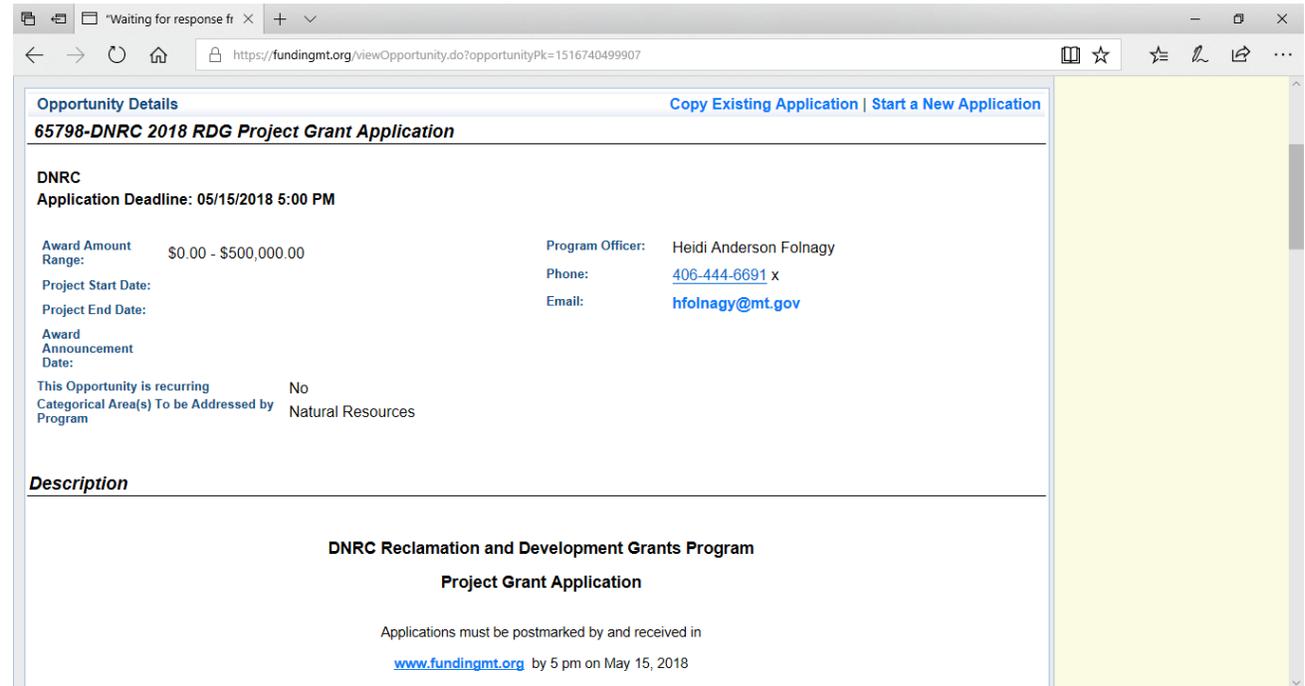
The screenshot shows a web browser window with the URL <https://fundingmt.org/getGranteeOpportunities.do>. The page title is "Grants and Loans" and the main heading is "Funding Opportunities". Below the heading, there is a table of "Current Funding Opportunities". The table has five columns: ID, Agency, Program, Opportunity Title, and Application Deadline. The table lists 18 opportunities, including various programs from the Department of Agriculture, Department of Labor and Industry, and Department of Natural Resources and Conservation.

ID	Agency	Program	Opportunity Title	Application Deadline
65261	Department of Agriculture	AGR Commodity Research and Market Development Program	2018 March - AGR Pulse Research & Market Development Program	03/01/2018
34455	Department of Agriculture	AGR Noxious Weed Trust Fund	AGR NWTF TEST 2016 LC-N TEST	09/30/2015
64407	Department of Agriculture	AGR Specialty Crop Block Grant	AGR Montana 2018 Specialty Crop Grant Funding Notice	02/15/2018
06495	Department of Agriculture	AGR Test Program Area	AGR Nelson's Test FO - TSAP	Final Application Deadline not Applicable
10300	Department of Agriculture	AGR Test Program Area	Test 4/11	Final Application Deadline not Applicable
25982	Department of Agriculture	AGR Test Program Area	Testing New AG Budget and Reimbursement Process	Final Application Deadline not Applicable
33766	Department of Agriculture	AGR Test Program Area	AGR Test Commodity	Final Application Deadline not Applicable
03686	Department of Agriculture	AGR Test Program Area	AGR John's Test FO	03/29/2015
64650	Department of Labor and Industry	DLI IWT Incumbent Worker Training	DLI Incumbent Worker Training SFY18	06/10/2018
60622	Department of Labor and Industry	DLI IWT Incumbent Worker Training	TEST - DLI Incumbent Worker Training SFY18	06/10/2018
37885	Department of Natural Resources and Conservation	DNRC	DNRC 2016 RRGL Application for Renewable Resource Projects	06/15/2016
64688	Department of Natural Resources and Conservation	DNRC	DNRC Watershed Management Grants 2018 Round 1	02/28/2018
65798	Department of Natural Resources and Conservation	DNRC	DNRC 2018 RDG Project Grant Application	05/15/2018
65929	Department of Natural Resources and Conservation	DNRC	DNRC 2018 RRGL Project Grant Application	05/15/2018

Note: These instructions are used for multiple funding opportunities so the grant title may change on the following slides.

Choose the Funding Opportunity

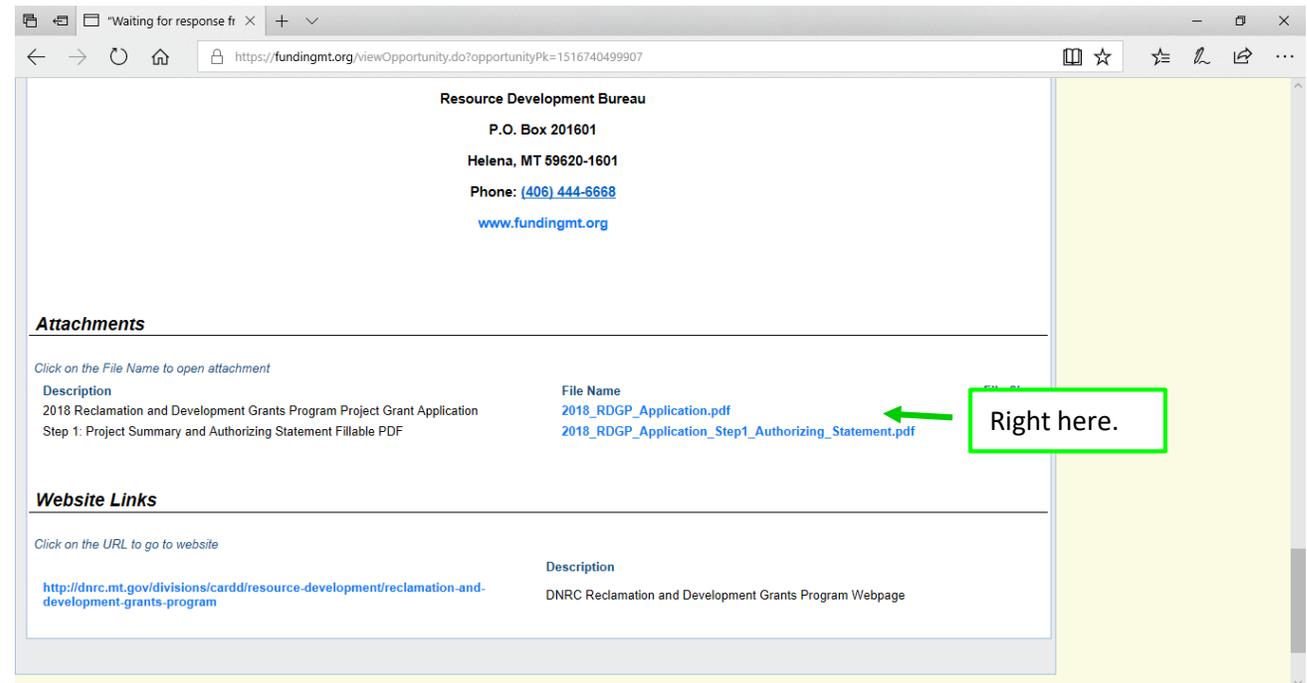
- Click on the funding opportunity you want to apply for.
- This opens the opportunity details page and will give you more information about the grant.



Note: These instructions are used for multiple funding opportunities so the grant title may change on the following slides.

Choose the Funding 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.



The screenshot shows a web browser window with the URL <https://fundingmt.org/viewOpportunity.do?opportunityPk=1516740499907>. The page content includes:

Resource Development Bureau
P.O. Box 201601
Helena, MT 59620-1601
Phone: [\(406\) 444-6668](tel:4064446668)
www.fundingmt.org

Attachments

Click on the File Name to open attachment

Description	File Name
2018 Reclamation and Development Grants Program Project Grant Application Step 1: Project Summary and Authorizing Statement Fillable PDF	2018_RDGP_Application.pdf 2018_RDGP_Application_Step1_Authorizing_Statement.pdf

Website Links

Click on the URL to go to website

Description
http://dnrc.mt.gov/divisions/cadd/resource-development/reclamation-and-development-grants-program DNRC Reclamation and Development Grants Program Webpage

A green arrow points to the link [2018_RDGP_Application_Step1_Authorizing_Statement.pdf](#), which is enclosed in a green box with the text "Right here." inside.

Starting the Application

- Click on Start a New Application.

OR

- If you are returning to work on your application, click the title of the grant you were working on under Current Applications

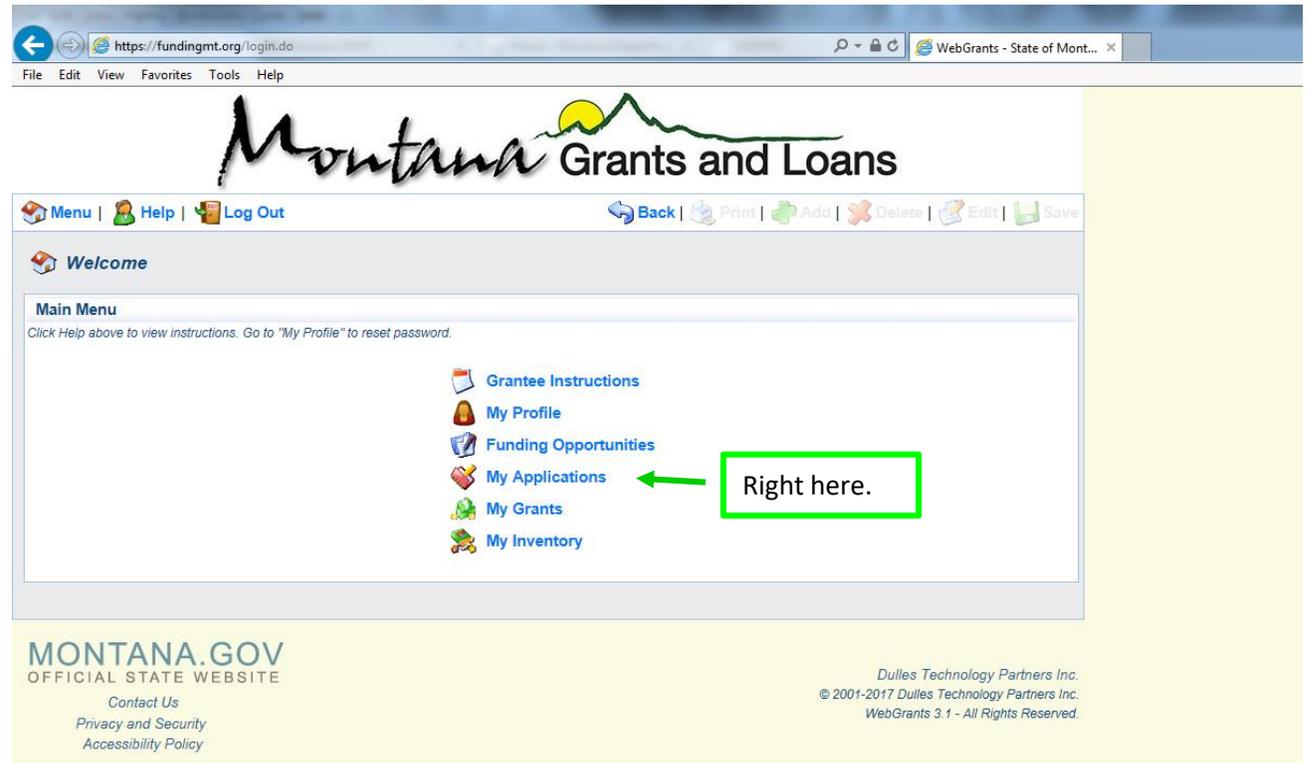
The screenshot shows the Montana Grants and Loans website interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. Below this is the 'Funding Opportunities' section. Under 'Current Applications', there is a table with the following data:

ID	Application Title	Status
65988	Example Mine Reclamation Project	Editing

Below the table, there are two links: 'Copy Existing Application' and 'Start a New Application'. A green box highlights the 'Continue working on an application' link, which is positioned above the 'Copy Existing Application' link. Another green box highlights the 'Start a new application' link.

Starting the Application

- You can also continue to work on an application by selecting “My Applications” and choosing which application to continue working on.



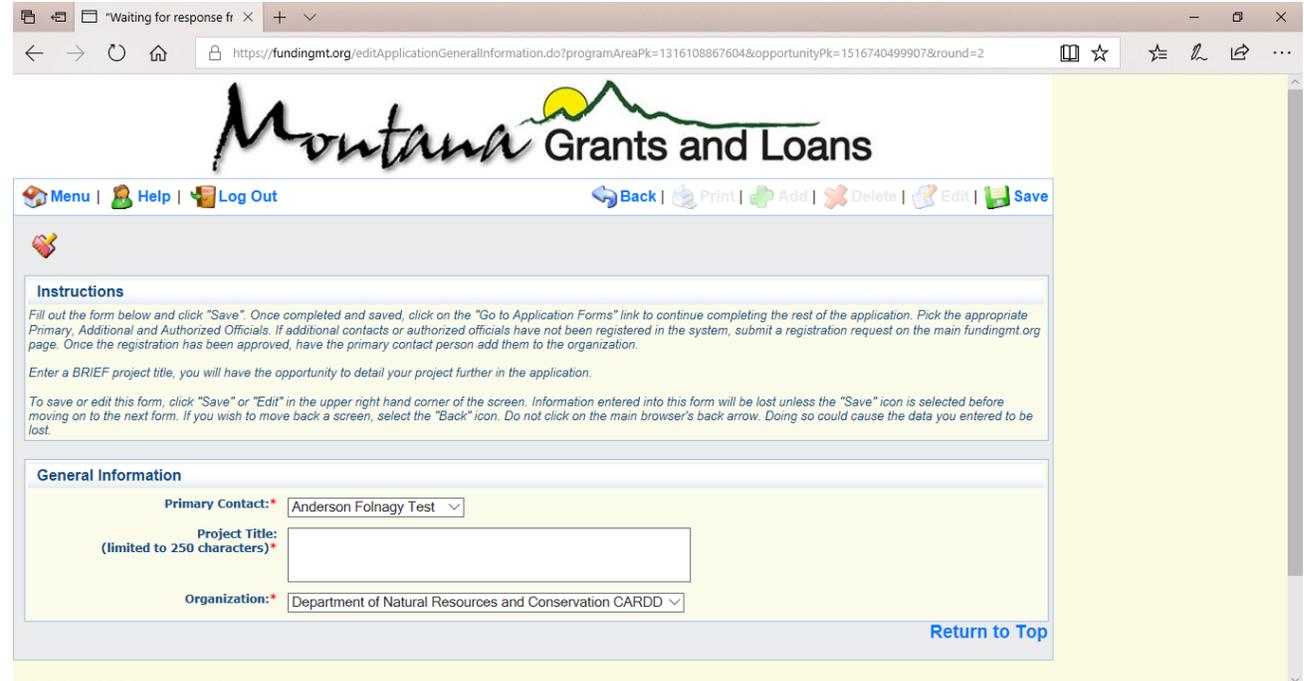
The screenshot shows a web browser window with the URL <https://fundingmt.org/login.do>. The page title is "Montana Grants and Loans". The navigation bar includes "Menu", "Help", and "Log Out". Below the navigation bar is a "Welcome" section with a "Main Menu" containing the following items:

- Grantee Instructions
- My Profile
- Funding Opportunities
- My Applications** (highlighted with a green box and an arrow pointing to it with the text "Right here.")
- My Grants
- My Inventory

The footer of the page includes "MONTANA.GOV OFFICIAL STATE WEBSITE" and "Dulles Technology Partners Inc. © 2001-2017 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved."

General Information

- Fill in the General Information, then click Save.
- The Primary Contact on this page should be considered the Primary Contact for the APPLICATION, and be the person completing this application online; not necessarily the Primary Contact for the PROJECT.
 - Note: The Authorized Official should be the person with the same title from the contacts page of the application. This is the person who is authorized to enter into a contract with DNRC on behalf of your organization.



The screenshot shows a web browser window with the URL <https://fundingmt.org/editApplicationGeneralInformation.do?programAreaPk=1316108867604&opportunityPk=1516740499907&round=2>. The page header features the "Montana Grants and Loans" logo. Below the header is a navigation bar with links for "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". The main content area is titled "Instructions" and contains the following text:

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.

Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

The "General Information" section contains the following fields:

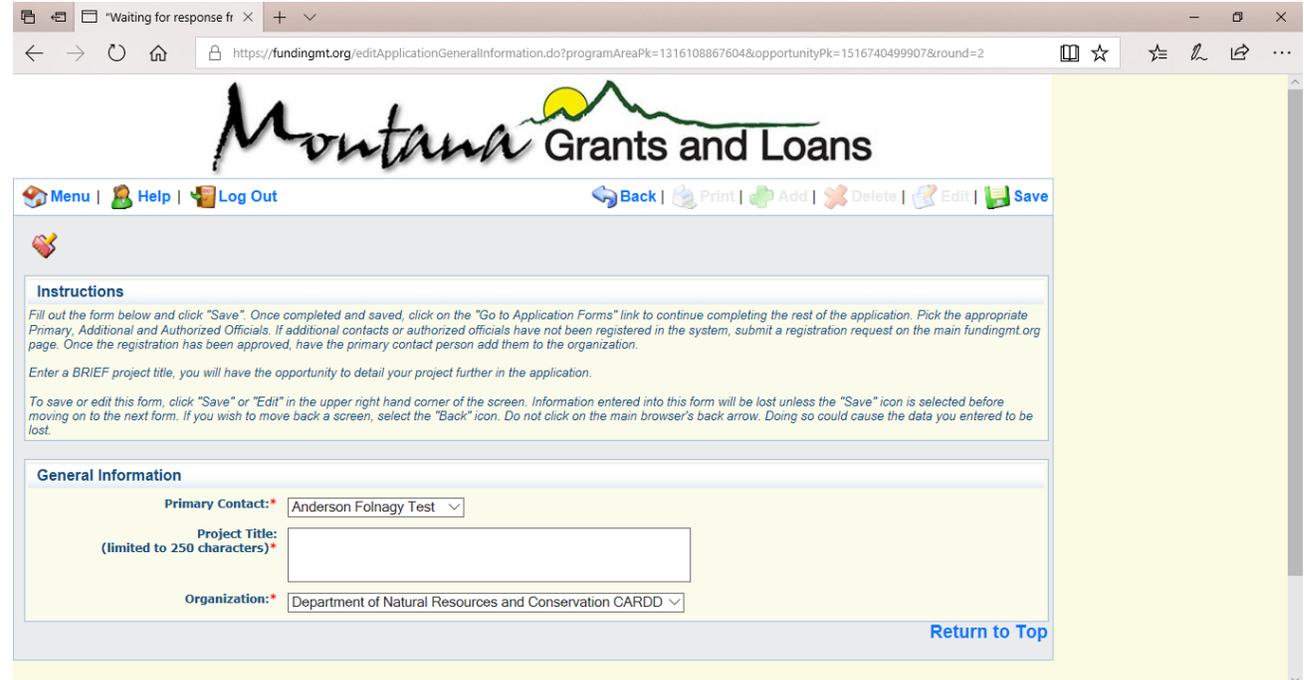
- Primary Contact:** * Anderson Fohnagy Test (dropdown menu)
- Project Title:** * (limited to 250 characters) (text input field)
- Organization:** * Department of Natural Resources and Conservation CARDD (dropdown menu)

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

See the next slide for additional help.

General Information

- If the person you're looking for isn't in the dropdown, we need to add them to your organization. They may also need to register in the database. They won't show up unless (a) they are registered in webgrants and (b) they are attached to your organization. Contact DNRC and we can attach them to your organization on Webgrants. They need to register themselves.
- The people you choose in the General Information page of the application are the ones who will be able to modify this application. Think about this before assigning people.



The screenshot shows a web browser window with the URL <https://fundingmt.org/editApplicationGeneralInformation.do?programAreaPk=1316108867604&opportunityPk=1516740499907&round=2>. The page features the "Montana Grants and Loans" logo at the top. Below the logo is a navigation bar with links for "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". The main content area is titled "Instructions" and contains the following text:

Instructions
Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main fundingmt.org page. Once the registration has been approved, have the primary contact person add them to the organization.
Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.
To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

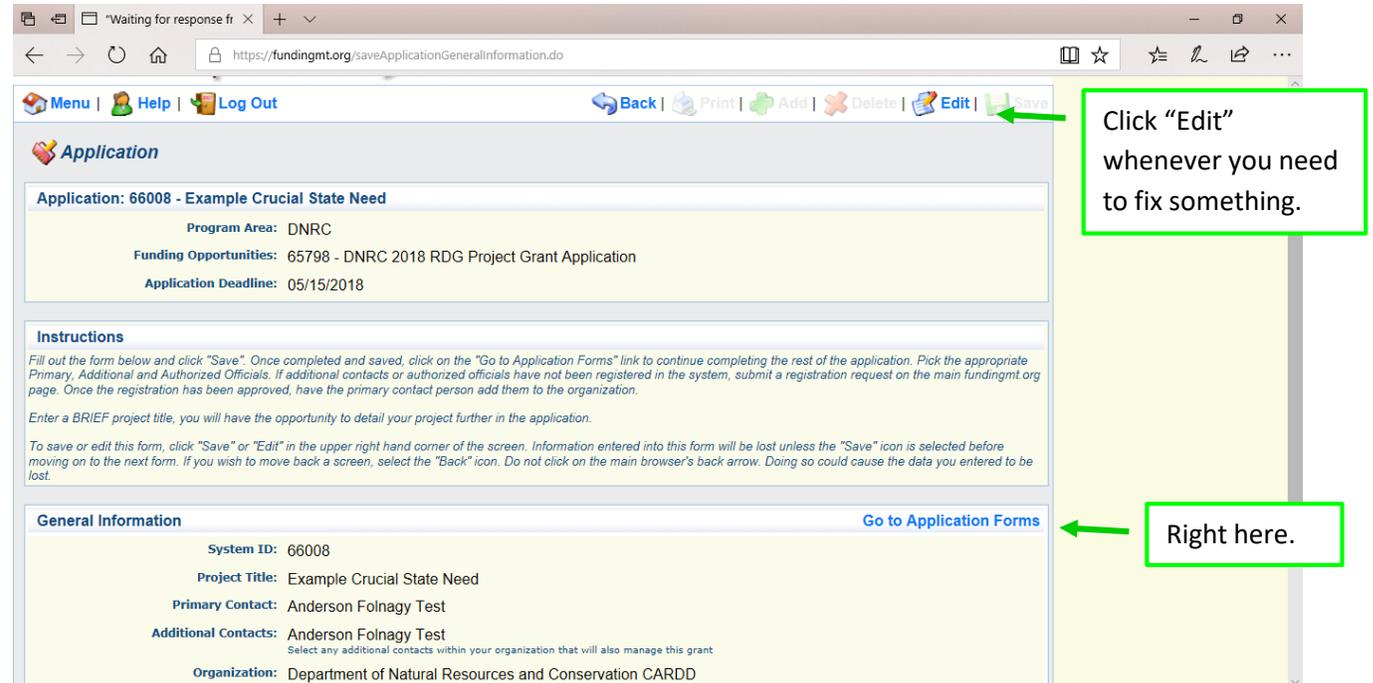
The "General Information" section contains the following fields:

- Primary Contact:** * Anderson Fohnagy Test (dropdown menu)
- Project Title:** * (limited to 250 characters) (text input field)
- Organization:** * Department of Natural Resources and Conservation CARDD (dropdown menu)

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

General Information

- 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.



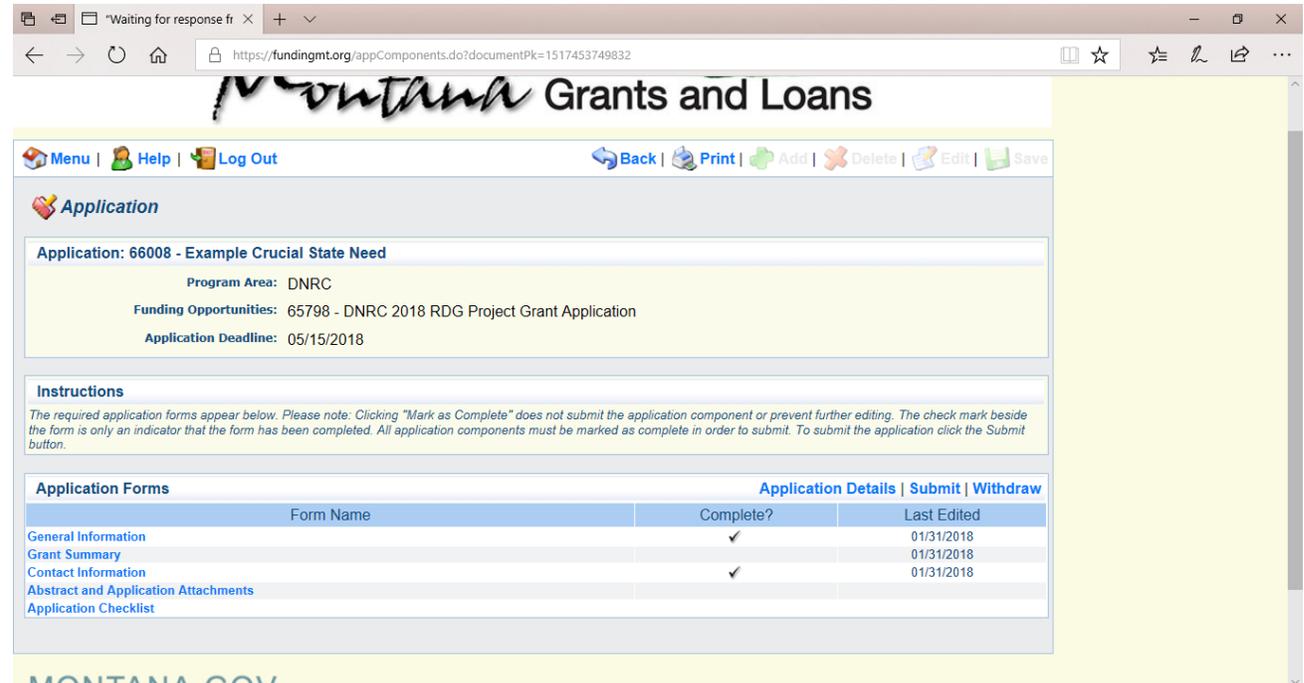
The screenshot shows a web browser window displaying the 'Application' page on fundingmt.org. The page includes a navigation bar with 'Menu', 'Help', and 'Log Out' links, and a toolbar with 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' icons. The main content area is divided into sections: 'Application' (66008 - Example Crucial State Need), 'Instructions', and 'General Information'. The 'General Information' section contains details such as System ID, Project Title, Primary Contact, Additional Contacts, and Organization. Two green callout boxes with arrows point to the 'Edit' icon in the toolbar and the 'Go to Application Forms' link in the 'General Information' section.

Click "Edit" whenever you need to fix something.

Right here.

Fill out the Application Forms

- Here you will see all of the forms to fill out for the application. The Application Forms are different 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.



The screenshot shows a web browser window with the URL <https://fundingmt.org/appComponents.do?documentPk=1517453749832>. The page title is "Montana Grants and Loans". The interface includes a navigation bar with "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. The main content area is titled "Application" and displays the following details:

- Application: 66008 - Example Crucial State Need
- Program Area: DNRC
- Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application
- Application Deadline: 05/15/2018

Below the details is an "Instructions" section with the following text: "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."

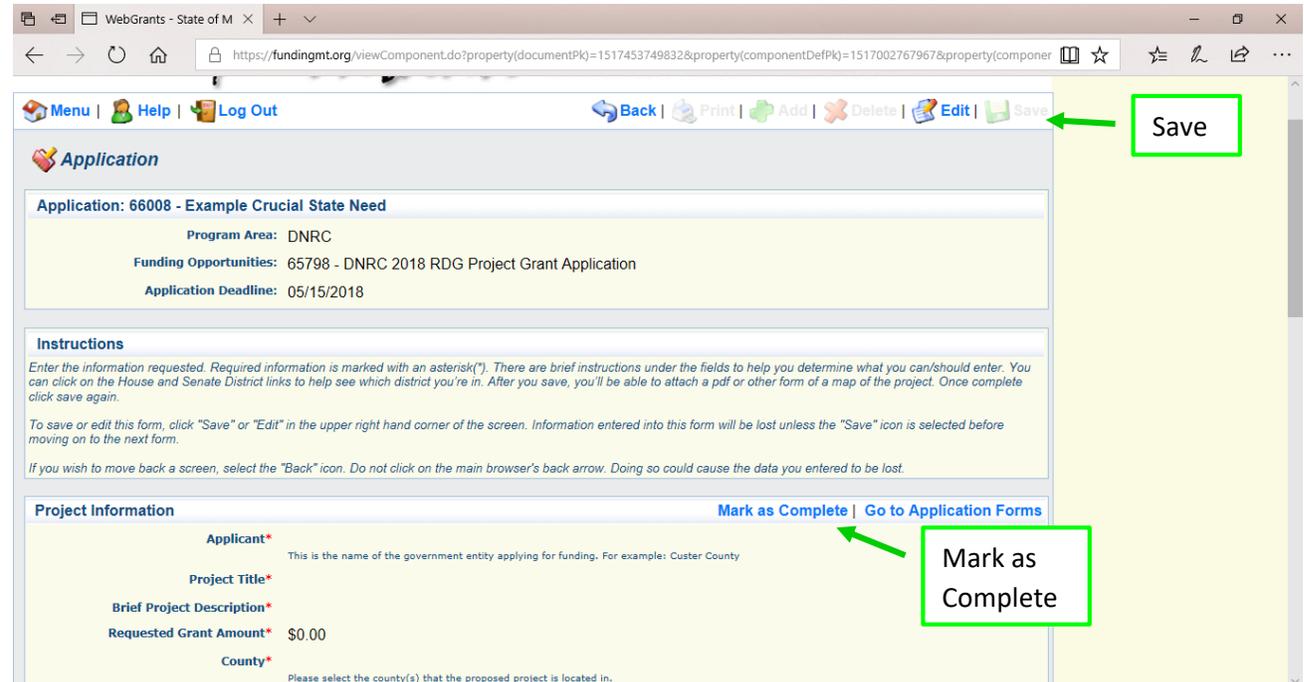
The "Application Forms" section contains a table with the following data:

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Grant Summary		01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments		
Application Checklist		

At the top right of the table, there are links for "Application Details", "Submit", and "Withdraw".

Project Summary

- Enter the information requested. Required information is marked with an asterisk(*). There are brief instructions under the fields to help you determine what you can/should enter.
- You can click on the House and Senate District links to help see which district you're in. After you save, you'll be able to attach a pdf or other form of a map of the project.
- Once complete click save again. Then click Mark as Complete. This will take you back to Application Forms



The screenshot shows a web browser window displaying the 'WebGrants - State of M' application. The page title is 'Application' and the main heading is 'Application: 66008 - Example Crucial State Need'. The form contains the following information:

- Program Area:** DNRC
- Funding Opportunities:** 65798 - DNRC 2018 RDG Project Grant Application
- Application Deadline:** 05/15/2018

Below this is an 'Instructions' section with the following text:

Enter the information requested. Required information is marked with an asterisk(*). There are brief instructions under the fields to help you determine what you can/should enter. You can click on the House and Senate District links to help see which district you're in. After you save, you'll be able to attach a pdf or other form of a map of the project. Once complete click save again.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form.

If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

The 'Project Information' section is highlighted in yellow and contains the following fields:

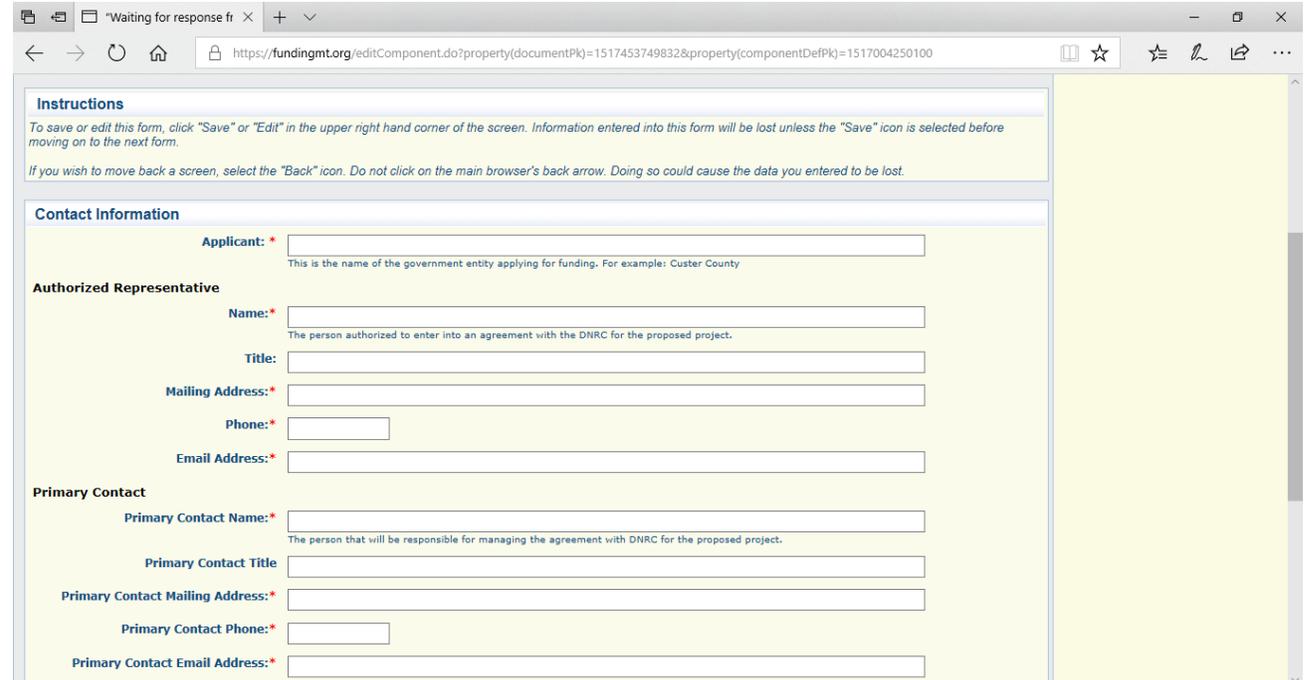
- Applicant*** (Required): This is the name of the government entity applying for funding. For example: Custer County
- Project Title*** (Required)
- Brief Project Description*** (Required)
- Requested Grant Amount*** (Required): \$0.00
- County*** (Required): Please select the county(s) that the proposed project is located in.

At the top right of the form, there are navigation buttons: Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a green box and an arrow. Below the 'Project Information' section, there are two buttons: 'Mark as Complete' and 'Go to Application Forms'. The 'Mark as Complete' button is also highlighted with a green box and an arrow.

Note: All sections of the application must be marked as complete or you will not be able to submit your application. Webgrants will not allow you to Mark as Complete if you have not filled in all required information.

Contact Information

- Enter the required information. There are brief instructions under the fields to help you understand what you can/should enter.



The screenshot shows a web browser window with the URL [https://fundingmt.org/editComponent.do?property\(documentPk\)=1517453749832&property\(componentDefPk\)=1517004250100](https://fundingmt.org/editComponent.do?property(documentPk)=1517453749832&property(componentDefPk)=1517004250100). The page contains an "Instructions" section and a "Contact Information" form.

Instructions
To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form.
If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

Contact Information

Applicant: *
This is the name of the government entity applying for funding. For example: Custer County

Authorized Representative

Name: *
The person authorized to enter into an agreement with the DNRC for the proposed project.

Title:

Mailing Address: *

Phone: *

Email Address: *

Primary Contact

Primary Contact Name: *
The person that will be responsible for managing the agreement with DNRC for the proposed project.

Primary Contact Title:

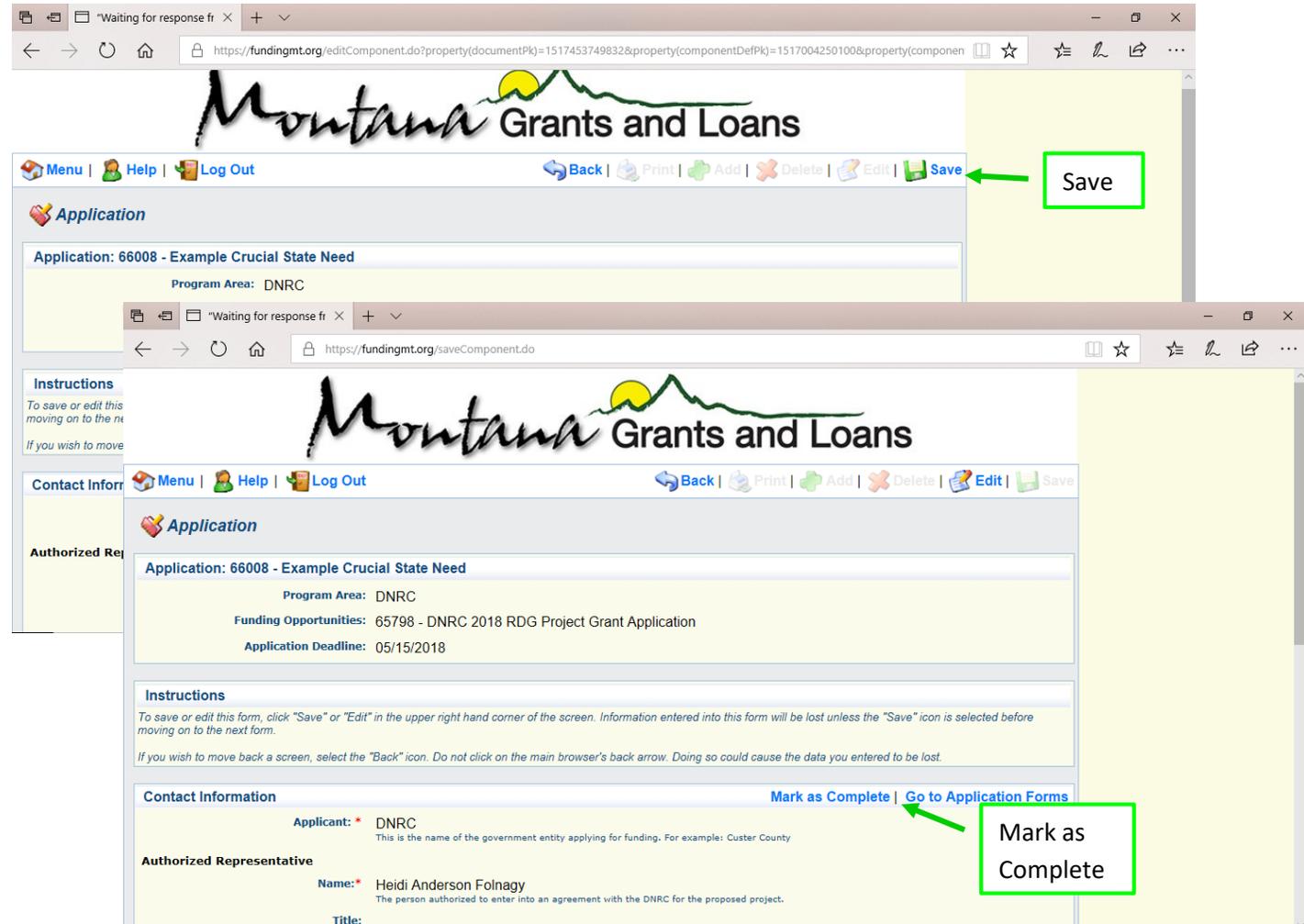
Primary Contact Mailing Address: *

Primary Contact Phone: *

Primary Contact Email Address: *

Contact Information

- After you have entered the information click Save.
- Once you click Save you will see other buttons. Click Mark as Complete. This will take you back to Application Forms.
 - Note: You must mark all forms as complete to be able to submit your application



Proposed Funding Summary

- The proposed funding summary should show all of the funding sources for the project.
- To enter the proposed text into the proposed funding summary section click Add.

The screenshot displays the 'Montana Grants and Loans' application interface. The page title is 'Application: 94751 - Example Crucial State Need Project'. The program area is 'DNRC', and the funding opportunities are '93600 - DNRC 2020 RDG Project Grant Application'. The application deadline is '05/15/2020', and the requested total is '\$0.00'. The 'Proposed Funding Summary' section is highlighted, and an 'Add' button is circled in green with an arrow pointing to it. The table below the 'Proposed Funding Summary' section has the following columns: Funding Source, Funding Source, Type of Fund, Funding Source Amount, and Status of Commitment. The 'Requested Grant Amount' section shows a requested amount of '\$0.00' and a total budget of '\$0.00'.

Application: 94751 - Example Crucial State Need Project

Program Area: DNRC

Funding Opportunities: 93600 - DNRC 2020 RDG Project Grant Application

Application Deadline: 05/15/2020

Requested Total: \$0.00

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

Please enter the total estimated project cost and the sources and amounts of ALL funding that may be used to complete the proposed activity, including RDG funding. Include funding sources even if you have not yet applied for or have not received a commitment from the source. Indicate the type of funding from all sources, such as in-kind services, grants, cash, etc. Describe the status of those funding commitments. Committed funds must have a written letter committing funds submitted to DNRC with the application (see 2. Financial Documentation in the grant application).

Click the "Add" button in this section to list the funding sources for the grant.

Funding Source:	Funding Source:	Type of Fund	Funding Source Amount:	Status of Commitment
-----------------	-----------------	--------------	------------------------	----------------------

Requested Grant Amount

Click the Edit button at the top of the page to enter a requested amount.

Requested Amount: Enter amount in field below.

Requested Amount* \$0.00

Total Budget: The total budget is calculated from the Proposed Funding Summary table above.

Total Budget: \$0.00

Last Edited By:

Proposed Funding Summary

- The proposed funding summary should show all of the funding sources for the project.
- To enter text into the proposed funding summary section click Add.
- Fill in each field and click Save.
- You will have to repeat this for each additional funding source.

The screenshot shows a web browser window with the URL [https://fundingmt.org/addComponent.do?property\(documentPk\)=1581354399030&property\(componentDefPk\)=1580766716868&prop](https://fundingmt.org/addComponent.do?property(documentPk)=1581354399030&property(componentDefPk)=1580766716868&prop). The page title is "Montana Grants and Loans" with a logo featuring a mountain and sun. A green box highlights a "Save" button in the top right corner, with a green arrow pointing to it. Below the header is a navigation bar with "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save" buttons. The main content area is titled "Application" and displays the following information:

- Application: 94751 - Example Crucial State Need Project
- Program Area: DNRC
- Funding Opportunities: 93600 - DNRC 2020 RDG Project Grant Application
- Application Deadline: 05/15/2020
- Requested Total: \$0.00

The "Instructions" section states: "Please enter the total estimated project cost and the sources and amounts of ALL funding that may be used to complete the proposed activity. Include funding sources even if you have not yet applied for or have not received a commitment from the source. Indicate the type of funding from all sources, such as in-kind services, grants, cash, etc. Describe the status of those funding commitments. Committed funds must have a written letter committing funds submitted to DNRC with the application (see 2. Financial Documentation in the grant application). Select 'Add' in the Match Funding section to enter information on the project budget."

The "Proposed Funding Summary" section contains the following instructions: "Please enter the total estimated project cost and the sources and amounts of ALL funding that may be used to complete the proposed activity, including RDG funding. Include funding sources even if you have not yet applied for or have not received a commitment from the source. Indicate the type of funding from all sources, such as in-kind services, grants, cash, etc. Describe the status of those funding commitments. Committed funds must have a written letter committing funds submitted to DNRC with the application (see 2. Financial Documentation in the grant application). Click the 'Add' button in this section to list the funding sources for the grant."

The form fields are as follows:

- Funding Source*: RDG Grant (dropdown menu)
- Funding Source*: [Empty text box] (Please identify the source of funding here. For example (319 grant))
- Type of Fund*: [Empty text box] (For example, grant, cash, in-kind, etc.)
- Funding Source Amount*: \$0.00
- Status of Commitment*: [Empty text box] (For example: no contact, not applied, application submitted, funds committed)

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

Proposed Funding Summary

- As you add in funding sources to the proposed funding summary section you will see the total budget for the project summing up each funding source.
- Click the edit button to add a number to the Requested Amount under the Project Budget Summary section.
 - Note: The project budget summary section does not appear for RDG planning grant applications.

The screenshot shows the Montana Grants and Loans application interface. The page title is "Montana Grants and Loans". The application details are as follows:

- Application: 94751 - Example Crucial State Need Project
- Program Area: DNRC
- Funding Opportunities: 93600 - DNRC 2020 RDG Project Grant Application
- Application Deadline: 05/15/2020
- Requested Total: \$0.00

The "Proposed Funding Summary" section includes instructions and a table of funding sources:

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

Please enter the total estimated project cost and the sources and amounts of ALL funding that may be used to complete the proposed activity, including RDG funding. Include funding sources even if you have not yet applied for or have not received a commitment from the source. Indicate the type of funding from all sources, such as in-kind services, grants, cash, etc. Describe the status of those funding commitments. Committed funds must have a written letter committing funds submitted to DNRC with the application (see 2. Financial Documentation in the grant application).

Click the "Add" button in this section to list the funding sources for the grant.

Funding Source:	Funding Source:	Type of Fund	Funding Source Amount:	Status of Commitment
RDG Grant	RDG	Grant	\$250,000.00	application submitted
Applicant	County	cash	\$10,000.00	committed
Applicant	County	cash	\$10,000.00	committed

The "Project Budget Summary" section includes instructions and a form for the requested amount:

Project Budget Summary

Click the Edit button at the top of the page to enter a requested amount.

Requested Amount: Enter amount in field below.

Requested Amount* \$0.00

Total Budget: The total budget is calculated from the Proposed Funding Summary table above.

Total Budget: \$270,000.00

Green boxes and arrows highlight the "Edit" button in the application details and the "Total Budget" field in the Project Budget Summary section.

Last Edited By: Anderson Fohnagy, Heidi Test, 02/10/2020

Proposed Funding Summary

- Enter the Requested Amount.
- Click Save
- Then click Mark as Complete.

Application: 94751 - Example Crucial State Need Project

Program Area: DNRC

Funding Opportunities: 93600 - DNRC 2020 RDG Project Grant Application

Application Deadline: 05/15/2020

Requested Total: \$0.00

Save

Proposed Funding Summary

Please enter the total estimated project cost and the sources and amounts of ALL funding that may be used to complete the proposed activity, including RDG funding. Include funding sources even if you have not yet applied for or have not received a commitment from the source. Indicate the type of funding from all sources, such as in-kind services, grants, cash, etc. Describe the status of those funding commitments. Committed funds must have a written letter committing funds submitted to DNRC with the application (see 2. Financial Documentation in the grant application).

Click the "Add" button in this section to list the funding sources for the grant.

Funding Source:	Funding Source:	Type of Fund	Funding Source Amount:	Status of Commitment
RDG Grant	RDG	Grant	\$250,000.00	application submitted
Applicant	County	cash	\$10,000.00	committed
Applicant	County	cash	\$10,000.00	committed

Requested Amount

Requested Amount: Enter amount in field below.

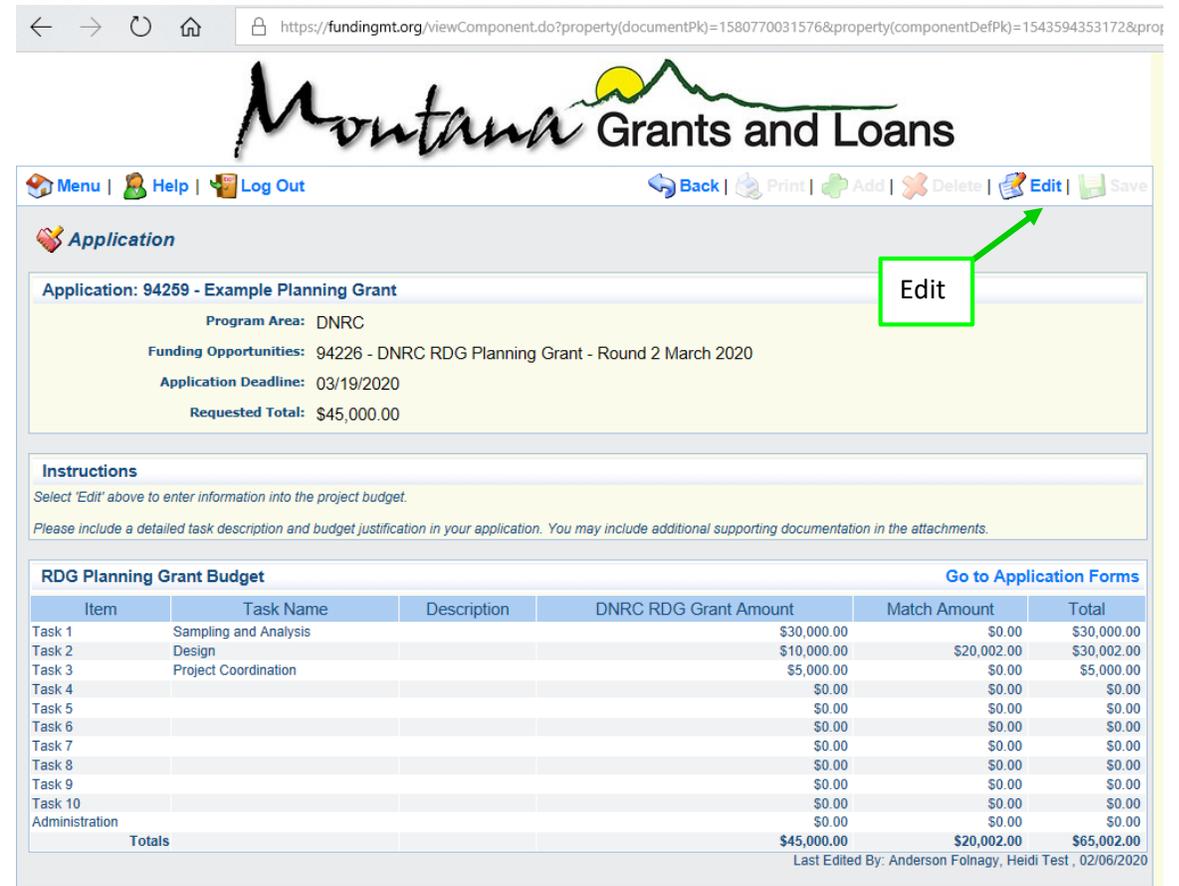
Requested Amount*

Click Edit button at the top of the page to enter number.

[Return to Top](#)

Project Budget (planning grants only)

- Fill in the budget table by clicking the edit button.
- Fill in the table including only as many tasks as you need for your project. You do not need to fill in all rows.
- Then click Save.
- Then click Mark as Complete.



The screenshot shows the Montana Grants and Loans web application interface. The browser address bar displays the URL: [https://fundingmt.org/viewComponent.do?property\(documentPk\)=1580770031576&property\(componentDefPk\)=1543594353172&prop](https://fundingmt.org/viewComponent.do?property(documentPk)=1580770031576&property(componentDefPk)=1543594353172&prop). The page header features the Montana Grants and Loans logo. Below the header, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Application" and displays details for "Application: 94259 - Example Planning Grant". The details include Program Area: DNRC, Funding Opportunities: 94226 - DNRC RDG Planning Grant - Round 2 March 2020, Application Deadline: 03/19/2020, and Requested Total: \$45,000.00. Below the details, there is an "Instructions" section with the text: "Select 'Edit' above to enter information into the project budget." and "Please include a detailed task description and budget justification in your application. You may include additional supporting documentation in the attachments." The main section is titled "RDG Planning Grant Budget" and contains a table with columns: Item, Task Name, Description, DNRC RDG Grant Amount, Match Amount, and Total. The table lists tasks 1 through 10 and an Administration row, with a Totals row at the bottom. The Totals row shows a DNRC RDG Grant Amount of \$45,000.00, a Match Amount of \$20,002.00, and a Total of \$65,002.00. A "Go to Application Forms" link is located at the top right of the table. The footer of the page indicates "Last Edited By: Anderson Foinagy, Heidi Test, 02/06/2020". A green box highlights the "Edit" button in the navigation bar, with a green arrow pointing to it.

Application: 94259 - Example Planning Grant

Program Area: DNRC

Funding Opportunities: 94226 - DNRC RDG Planning Grant - Round 2 March 2020

Application Deadline: 03/19/2020

Requested Total: \$45,000.00

Instructions

Select 'Edit' above to enter information into the project budget.

Please include a detailed task description and budget justification in your application. You may include additional supporting documentation in the attachments.

RDG Planning Grant Budget [Go to Application Forms](#)

Item	Task Name	Description	DNRC RDG Grant Amount	Match Amount	Total
Task 1	Sampling and Analysis		\$30,000.00	\$0.00	\$30,000.00
Task 2	Design		\$10,000.00	\$20,002.00	\$30,002.00
Task 3	Project Coordination		\$5,000.00	\$0.00	\$5,000.00
Task 4			\$0.00	\$0.00	\$0.00
Task 5			\$0.00	\$0.00	\$0.00
Task 6			\$0.00	\$0.00	\$0.00
Task 7			\$0.00	\$0.00	\$0.00
Task 8			\$0.00	\$0.00	\$0.00
Task 9			\$0.00	\$0.00	\$0.00
Task 10			\$0.00	\$0.00	\$0.00
Administration			\$0.00	\$0.00	\$0.00
Totals			\$45,000.00	\$20,002.00	\$65,002.00

Last Edited By: Anderson Foinagy, Heidi Test, 02/06/2020

Abstract and Application Attachments

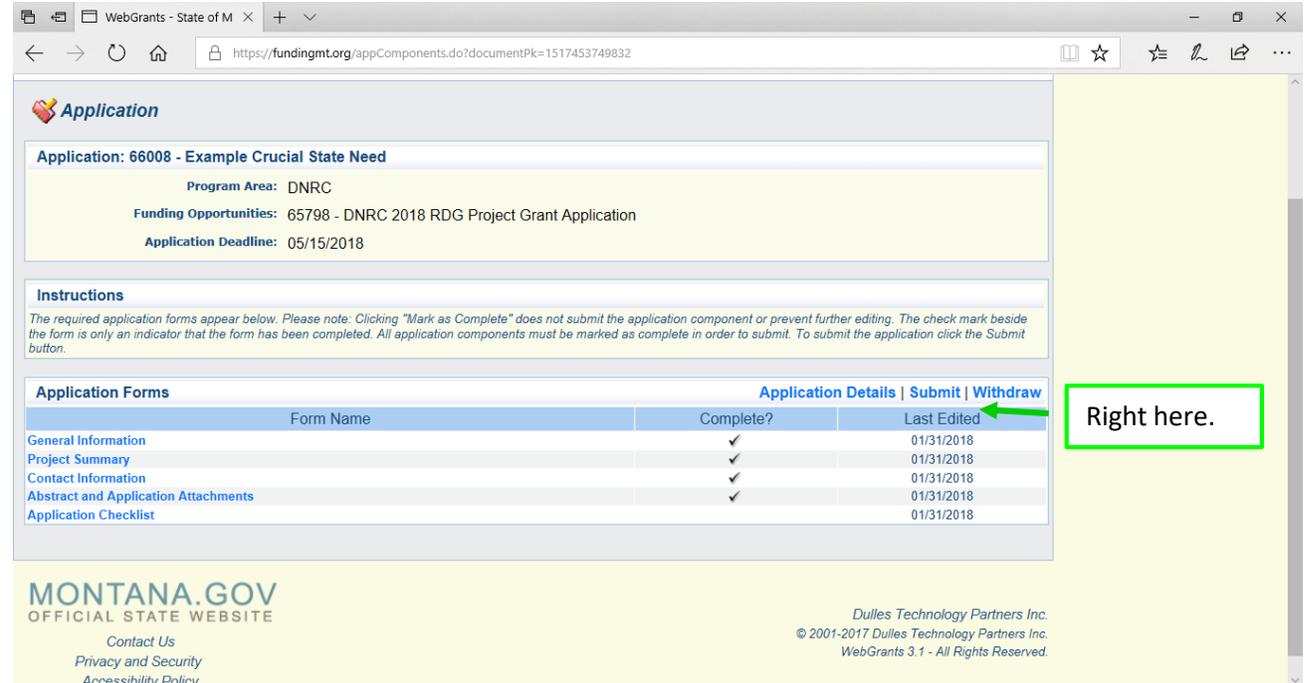
- Enter the project abstract text or attach a word document.
- Click Save.
- Then attach all required documents and supporting documents.
- Remember to click save.
- Once complete select Mark as Complete.

The screenshot shows a web browser window with the URL <https://fundingmt.org/saveComponent.do>. The page is titled "WebGrants - State of M" and contains the following sections:

- Project Abstract**: Includes a "Mark as Complete" link and a "Go to Application Forms" link. Below is the "Proposal Abstract DNRC" section with instructions: "Submit a short narrative abstract that describes the project, its merits and purpose. An abstract is a 1-2 paragraph summary of the project that includes the following information: applicant name and name of project; project goals and objectives; brief discussion of the problem or need that the project addresses; natural resource benefits of the project; and description of the project area or site. The abstract will be incorporated into the RDG program's report to the Montana Legislature and should provide accurate information that best describes the project's natural resource benefits and other merits. Legislative assessment of the benefits of each project will be based primarily on ranking recommendations and this abstract. Your abstract should contain no more than 300 words." Below the text is an "Abstract" label.
- Required Attachments**: Includes "Steps 1-11 of the Application" (with a note: "Please see the paper application for a description of each of the steps.") and "Signed Authorizing Statement" (with a note: "The authorizing statement is part of Step 1 of the paper application."). Below these are two "Attachment" labels.
- Supporting Documents**: Includes the instruction: "Please attach all supporting documents here, including technical documents, letters of support, and other materials you want considered with your application." Below this are five "Attachment" labels.

Abstract and Application Attachments

- Once you have marked the previous sections complete you will see a submit button appear.
- Please notice that there is an application checklist you may complete before submitting.



The screenshot shows a web browser window with the URL <https://fundingmt.org/appComponents.do?documentPk=1517453749832>. The page title is "Application". The main content area displays the following information:

Application: 66008 - Example Crucial State Need
Program Area: DNRC
Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application
Application Deadline: 05/15/2018

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

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Project Summary	✓	01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments	✓	01/31/2018
Application Checklist		01/31/2018

Navigation links: [Application Details](#) | [Submit](#) | [Withdraw](#)

A green arrow points to the "Submit" link, and a green box with the text "Right here." is positioned to the right of the arrow.

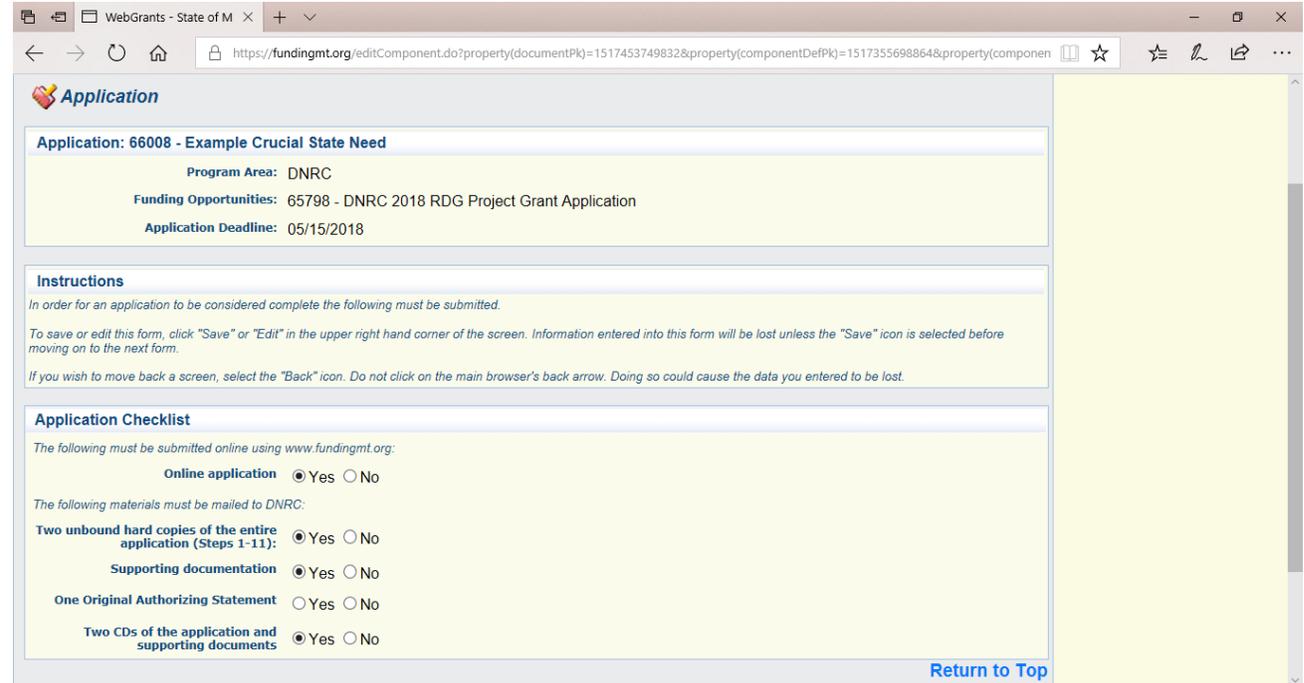
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Application Checklist

- The Application Checklist is meant to help you meet all requirements for the submittal process. Please complete all items listed.



The screenshot shows a web browser window with the URL [https://fundingmt.org/editComponent.do?property\(documentPk\)=1517453749832&property\(componentDefPk\)=1517355698864&property\(componentDefPk\)=1517355698864](https://fundingmt.org/editComponent.do?property(documentPk)=1517453749832&property(componentDefPk)=1517355698864&property(componentDefPk)=1517355698864). The page is titled "Application" and displays the following information:

Application: 66008 - Example Crucial State Need
Program Area: DNRC
Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application
Application Deadline: 05/15/2018

Instructions
In order for an application to be considered complete the following must be submitted.
To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form.
If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

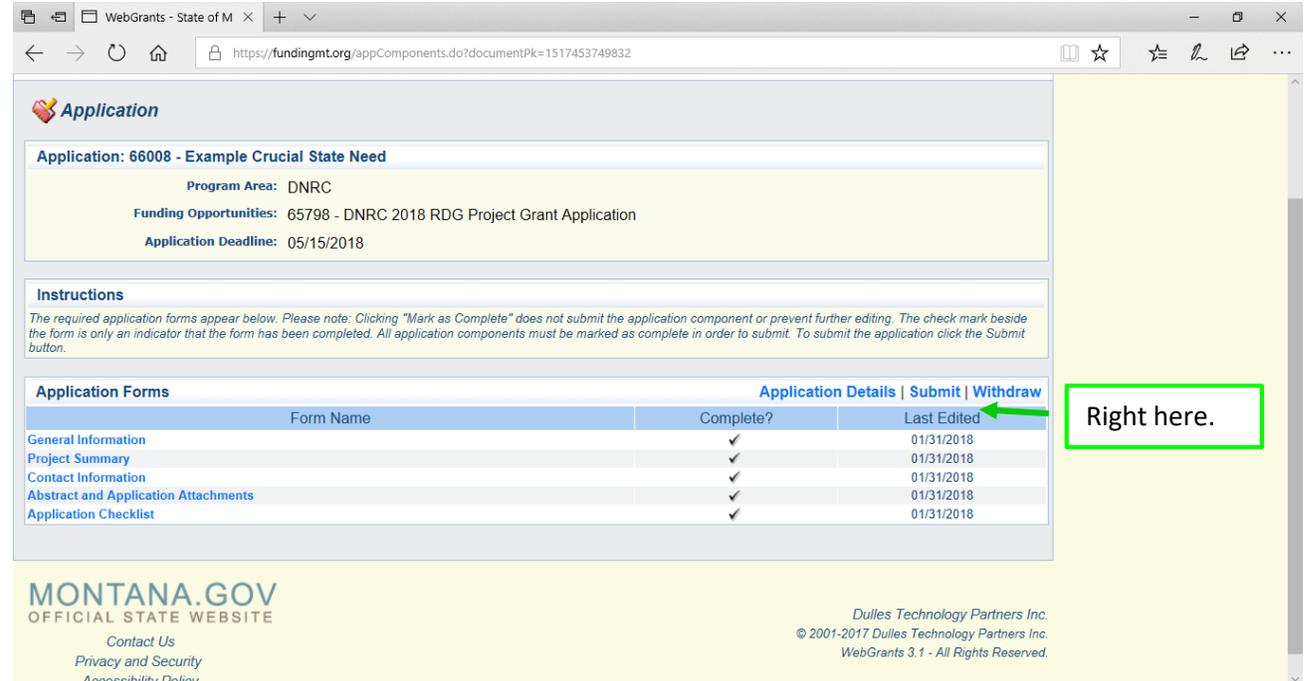
Application Checklist
The following must be submitted online using www.fundingmt.org:
Online application Yes No

The following materials must be mailed to DNRC:
Two unbound hard copies of the entire application (Steps 1-11): Yes No
Supporting documentation Yes No
One Original Authorizing Statement Yes No
Two CDs of the application and supporting documents Yes No

[Return to Top](#)

Double Check

- Once you've filled out all the required information and marked every Application Form as complete, you can preview your application by clicking on Application Details.



The screenshot shows a web browser window with the URL <https://fundingmt.org/appComponents.do?documentPk=1517453749832>. The page title is "Application". The main content area displays the following information:

- Application:** 66008 - Example Crucial State Need
- Program Area:** DNRC
- Funding Opportunities:** 65798 - DNRC 2018 RDG Project Grant Application
- Application Deadline:** 05/15/2018

Below this is an "Instructions" section with the following text:

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.

The "Application Forms" section contains a table with the following data:

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Project Summary	✓	01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments	✓	01/31/2018
Application Checklist	✓	01/31/2018

Navigation links: [Application Details](#) | [Submit](#) | [Withdraw](#). A green arrow points to the "Application Details" link, and a green box with the text "Right here." is positioned to the right of the arrow.

At the bottom of the page, the footer includes:

- MONTANA.GOV** OFFICIAL STATE WEBSITE
- Contact Us
- Privacy and Security
- Accessibility Policy
- Dulles Technology Partners Inc.
- © 2001-2017 Dulles Technology Partners Inc.
- WebGrants 3.1 - All Rights Reserved.

Double Check

- From here you can print a copy to pdf.
- Make sure all the information looks right.
- Click Go to Application Forms to return to the main application.

The screenshot shows a web browser window with the URL <https://fundingmt.org/getApplicationPreview.do?documentPk=1517453749832&history=include>. The page header features the "Montana Grants and Loans" logo. Below the header is a navigation bar with "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. A green box highlights the "Print" button, with a green arrow pointing to it and the text "Right here." next to it. The main content area is divided into sections: "Application Details" (with a "Print to PDF" and "Go to Application Forms" link), "65798 - DNRC 2018 RDG Project Grant Application - Final Application", "66008 - Example Crucial State Need DNRC", and "Applicant Information". The applicant information includes: Primary Contact Name: Dr. Anderson Folnag (with "Dr." as the salutation, "Anderson Folnag" as the first name, and "Test" as the last name), and Email: hfolnag@mt.gov.

Submit

- 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 if you 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.

Application

Application: 66008 - Example Crucial State Need

Program Area: DNRC

Funding Opportunities: 65798 - DNRC 2018 RDG Project Grant Application

Application Deadline: 05/15/2018

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

Form Name	Complete?	Last Edited
General Information	✓	01/31/2018
Project Summary	✓	01/31/2018
Contact Information	✓	01/31/2018
Abstract and Application Attachments	✓	01/31/2018
Application Checklist	✓	01/31/2018

Application Details | **Submit** | Withdraw

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