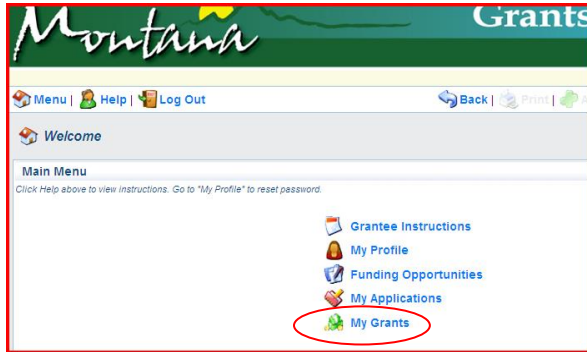


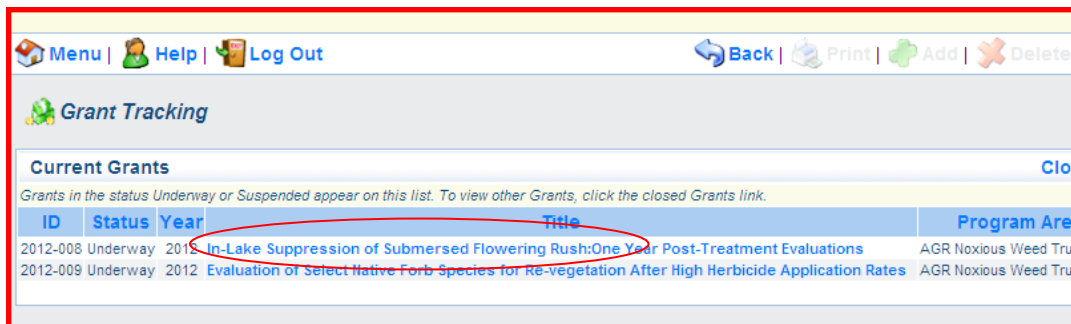
Budget Revision Instructions- Continuing and New Local Cooperatives

Log into WebGrants at www.funding.mt.gov

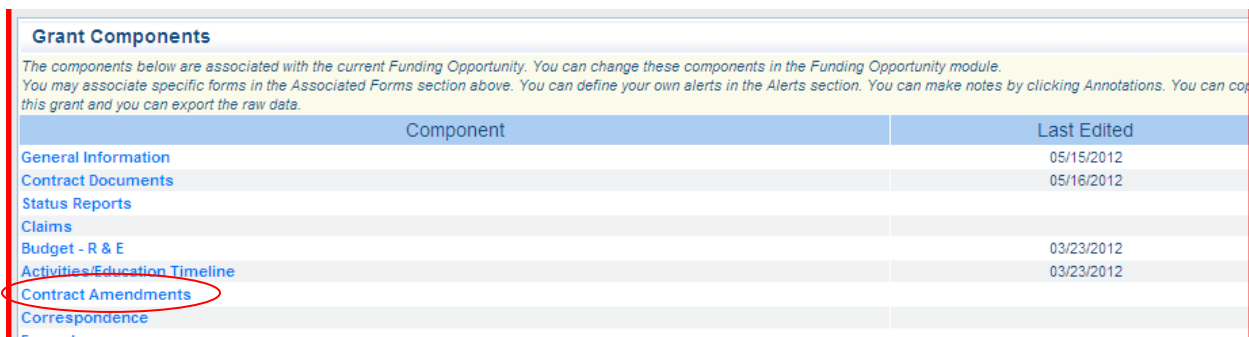
Click on **My Grants**.



Click on the **title** of grant.



Click on **Contract Amendments** in the grant components.



Budget Revision Instructions- Continuing and New Local Cooperatives

Select **Add** on the right side of your screen

Grant: 73618 - Continuing Grant-Test - 2018

Status: Underway

Program Area: AGR Noxious Weed Trust Fund

Grantee Organization: Carol B

Program Officer: Jasmine Reimer

Awarded Amount: \$28,300.00

Contract Amendments [Return to Components](#) | [Add](#)

ID	Type	Status	Submitted Date
73618 - 01	Budget Revision	Editing	

Last Edited By:

Enter the grant **title** and number. Select **Budget Revision** from the drop down. Click **Save**.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | [Save](#)

Grant Tracking

General Information

(limited to 250 characters)*

Contract Amendment Type:*

Click on the **Return to Components**.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | [Save](#)

Grant Tracking

General Information [Return to Components](#)

ID: 88887

Title: Test Budget Revision

Amendment Type: Budget Revision

Status: Editing

Last Edited By: Jasmine Test, 09/10/2019

Click **Budget Revision Reasons**.

Instructions

Please enter the title of the contract amendment you are requesting and select a contract amendment type from the drop down box. Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your contract amendment request.

Components [Preview](#) | [Submit](#)

Name	Complete?	Last Edited
General Information	✓	09/02/2021
Budget Revision Reasons		

Budget Revision Instructions- Continuing and New Local Cooperatives

Click **Edit**. Enter the reason for the budget revision. Include details such as the categories that will be needing to be changed and to what amounts. This information may be used to updated the Herbicide and Revegetation worksheets and the Budget areas. When complete, click **Save**.



Reasons
 Enter specific reasons why there is a need to revise the current budget and what changes need to be made.

Specific reasons for revised budget:*

Click **Mark as Complete**.

Reasons **Mark as Complete** | [Return to Components](#)

Enter specific reasons why there is a need to revise the current budget and what changes need to be made.

Specific reasons for revised budget:* Test Request

On the Contract Amendments Components page, make sure all components are marked Complete then click **Submit**.

Instructions
 Please enter the title of the contract amendment you are requesting and select a contract amendment type from the drop down box. Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your contract amendment request.

Components		Preview	Submit
Name	Complete?	Last Edited	
General Information	✓	09/02/2021	
Budget Revision Reasons	✓	09/02/2021	

Department staff will review your request and if approved, will update the grant forms and budget. For assistance, please contact Greta Dige great.dige@mt.gov / 444-7882 or Jasmine Reimer jreimer@mt.gov / 444-3140. Thank you.