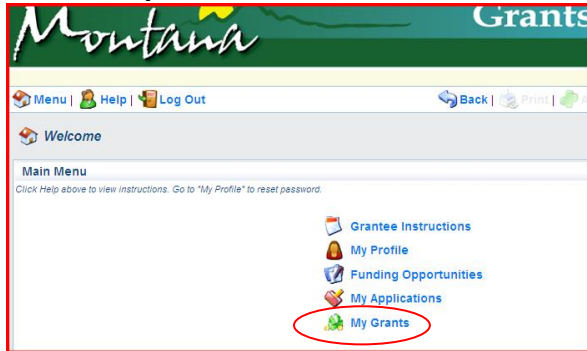


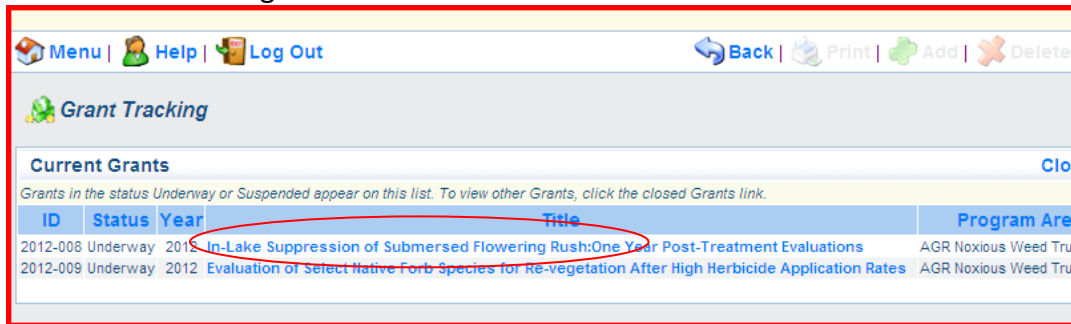
# Grantee Instructions - Budget Revision for a Development, Education or Research Grant

Log into WebGrants at [www.funding.mt.gov](http://www.funding.mt.gov)

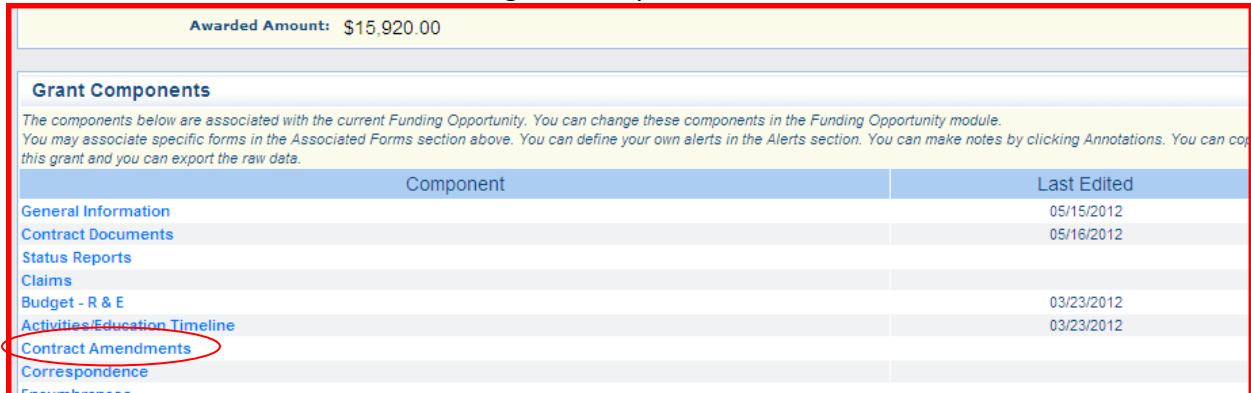
Click on **My Grants**



Click on the **title** of grant



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



# Grantee Instructions - Budget Revision for a Development, Education or Research Grant

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

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

**Grant Tracking**

Grant: 2012-008 - In-Lake Suppression of Submersed Flowering Rush:One Year Post-Treatment Evaluations - 2012

Status: Underway  
 Program Area: AGR Noxious Weed Trust Fund  
 Grantee Organization: University of Montana  
 Program Officer: Kim Johnson  
 Awarded Amount: \$15,920.00

**Contract Amendments**

ID	Type	Status	Submitted Date
2012-008 - 01	Contract Approval	Approved	04/02/2012

[Add](#)

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)\*  
 Title:

Contract Amendment Type:\* Budget Revision

[Save](#)

Click **Return to Components**.

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

**Grant Tracking**

**General Information**

ID: 88889  
 Title: Test Budget Revision  
 Amendment Type: Budget Revision  
 Status: Editing

[Return to Components](#)

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

Click **Budget**. Click **Edit**.

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
<a href="#">General Information</a>	✓	01/22/2013
<a href="#">Budget</a>		01/22/2013

# Grantee Instructions - Budget Revision for a Development, Education or Research Grant

Complete the form noting the reasons for the change and entering the requested revised budget.

**Budget**

Enter the budget information for your project (narrative character max is 350), complete the In-kind Contributions text box below the budget then click on "Save" when done with form. Click "Edit" (at top) to open the form and make any updates needed and then save the form.

Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	Revised Grant Funds	Revised Match Funds
Salaries	\$10,000.00		\$2,000.00		\$0.00	\$0.00
Benefits	\$50,000.00		\$1,000.00		\$0.00	\$0.00
Contracted Services	\$0.00		\$0.00		\$0.00	\$0.00
Supplies & Materials	\$2,000.00		\$0.00		\$0.00	\$0.00
Communications	\$0.00		\$0.00		\$0.00	\$0.00
Travel	\$6,000.00		\$0.00		\$0.00	\$0.00
Other Expenses	\$0.00		\$0.00		\$0.00	\$0.00

**Reasons**

Enter the specific reasons there is a need to revise the current budget.

**Specific reasons for revised budget:\***

**Total In-Kind Contributions**

**Total In-Kind Contributions:\*** None

Click **Save**, **Mark as Complete**, and **Submit**.

A popup appears. Read and click OK. A confirmation will be shown letting you know that your budget revision request has successfully been submitted.

Department staff will review your request and if approved, will update the project budget.

For assistance, please contact Greta Dige [greta.dige@mt.gov](mailto:greta.dige@mt.gov) / 444-7882 or Jasmine Reimer [jreimer@mt.gov](mailto:jreimer@mt.gov) / 444-3140.

Thank you