



Status Report Instructions for Special County / Reservation Grants


- Login to WebGrants at <https://funding.mt.gov/>
- Click on “My Grants”
- Click on your Special County/Reservation Grants
- Click on “Status Reports” from the Grant Components page

Grant Components	
Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports 	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Opportunity	-
Application	-

- Click on the blue “ID” number
Note: There will be a status report already created. Submit this report; DO NOT create a new status report

Status Reports							Copy Existing Status Report Return to Components
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status	
2015-512 - 01 		04/15/2015-11/30/2015	11/30/2015	09/29/2015	On Time	Approved	

- Click on Budget Status Report – Special County and Reservation to enter the status of the grant activities.

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	09/17/2013	
Budget Status Report - Special County and Reservation 	✓	09/17/2013	

- Click on “Edit” to open the form
- Complete the Funds Expended column and the General Grant comments section. If equipment was purchased or capital improvements were completed, attach a photo in the documentation section
- Attach a financial document showing the balance of funds for this report. Any funds remaining needs to be reported in the General Grant Comments section above indicating the remaining dollar amount. An example of a financial document would a PDF/image of the county accounting report.

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Financial Narrative & Project Description

Click "Edit" at the top of page to make changes to this section. Indicate whether expenses were fully expended, not expended, or partially expended. If expenses were not fully expended, please list the amount remaining and what will be done with the funds in the General Grant Comments text box below. When the form is completed, click on "Save" (at top).

Category	Amount	Description	Funds Expended?
Salaries	\$5,000.00	Salaries	Yes
Benefits	\$1,500.00	Benefits	No
Supplies & Materials	\$0.00		N/A
Contracted Services	\$0.00		N/A
Equipment	\$1,000.00	Repairs, replacement parts, tires	Partial
Repair & Maintenance	\$0.00		N/A

Documentation

If equipment was purchased or a capital improvement was completed with grant money, please attach a photo of the equipment/capital improvement or for multiple pictures - put them in a Word file and attach the file. Do not click on "Edit" and then try to attach a file - the form must be out of edit mode and you just need to click on the below icon to upload a picture file.

Equipment Documentation No file chosen

General Grant Comments*

Please provide detailed information about expending the grant funds (for example: bought more parts, office supplies, etc. or repairs were more expensive than estimated in budget or spent according to grant budget). If the grant funds were not spent according to the above budget, provide the amount remaining, reasons why, and how you propose to use the funds. This is a required section and must have some information in the comment box in order to save the form.

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Attach a financial document showing the balance of these funds at the time of this report. If there are some leftover funds, in the description area above type the remaining dollar amount.

Proof of Expenditures:* No file chosen

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- Click Save - you can update the form by clicking on "Edit"
- Click on "Mark as Complete" when finished
- Click Submit

Please contact Greta Dige 406-444-7882 or Jasmine Reimer 406-444-3140 if you have any questions.