



Montana State Library

# Montana Land Information Act Grant Program

WebGrants User Guide

1-15-2020

# Contents

- Introduction:** .....2
- To View Funding Opportunities Without Being Registered in the WebGrants System:**.....2
- WebGrants Registration Instructions:**.....4
- Logging into and Navigating the WebGrants System:**.....6
  - Logging In:** .....6
  - Main Menu:**.....7
  - Navigation:**.....8
  - Funding Opportunities:**.....8
- Completing the Application:**.....9
  - Starting a New Application:**.....9
  - General Information:**.....9
  - Application Forms:**..... 10
  - Completing and Editing Forms:** ..... 11
  - Special Form Instructions:** ..... 12
    - Application Instructions:** ..... 12
    - Copying and Pasting from Microsoft Word:** ..... 12
    - Character Limits for Text Boxes:**..... 13
    - Multi-List Forms:**..... 14
    - Attachments:**..... 16
    - Budget Narrative and Summary Tables:** ..... 16
- To Add Additional Contacts to Your Grant Application:** ..... 17
- Submitting the Application:** ..... 18

## Introduction:

The Montana State Library (MSL) will be using the Montana Grants and Loans System (<https://funding.mt.gov> – also referred to as “WebGrants”) to manage the FY2021 Montana Land Information Act (MLIA) Grant Program. Grant applications will now only be accepted through this system.

This guide provides instructions for the proper completion of the grant application for the MLIA Grant Program. It will provide guidance, explanations, and examples that may prove helpful as you prepare your application. Be succinct with your application but provide enough information for the Grant Review Subcommittee of the Montana Land Information Advisory Council to make an appropriate funding recommendation regarding your project.

If your grant project proposal is awarded, components of your application, such as the scope of work, timeline, and budget, will be incorporated into the grant contract for your project. Therefore, it is important that you carefully consider all aspects of the application and complete it accurately. You are responsible for the appropriate use of MLIA funds.

Good luck completing your FY2021 MLIA Grant application. If you have questions about the application process, please feel free to contact program staff for clarification:

- Erin Fashoway, State GIS Coordinator, [efashoway@mt.gov](mailto:efashoway@mt.gov), 406-444-9013
- John Kilgour, Administrative Assistant, [jkilgour@mt.gov](mailto:jkilgour@mt.gov), 406-444-4128

## To View Funding Opportunities Without Being Registered in the WebGrants System:

It is possible to view grant opportunities without being registered in the WebGrants system. From the home page (<https://funding.mt.gov>), click on **Search Here** under **Funding Opportunities Offered by Montana State Agencies**.

[Log In](#)

### Login

User ID:\*

Password:\*

[Forgot Password?](#)

New to WebGrants - State of Montana?

[Register Here](#)

Funding Opportunities Offered by Montana State Agencies

[Search Here](#)

### Announcements



Montana Department of Agriculture

**Noxious Weed Trust Fund Grants**

Now Accepting Grant Applications - **Apply by January 6, 2020**

Local Cooperative - Research - Education/Development Projects

Additional Information: <http://agr.mt.gov/Noxious-Weed-Trust-Fund-Grants>

The next screen provides a list of all funding opportunities available through the WebGrants system:

[Help](#)

[Return to Home Page](#)

### Storefront Opportunities

Current Storefront Opportunities		Past Opportunities   <a href="#">Opportunity Search</a>	
ID	Title	Department	Deadline
87056	AGR Noxious Weed Trust Fund 2020 Education/Development	Department of Agriculture	01/06/2020 11:59 PM
87057	AGR Noxious Weed Trust Fund 2020 Local Cooperative- New	Department of Agriculture	01/06/2020 11:59 PM
87058	AGR Noxious Weed Trust Fund 2020 Local Cooperative-Continuing	Department of Agriculture	01/06/2020 11:59 PM
87055	AGR Noxious Weed Trust Fund 2020 Research	Department of Agriculture	01/06/2020 11:59 PM
87040	AGR Noxious Weed Trust Fund FY20 Special County/Reservation Grant Application	Department of Agriculture	01/06/2020 11:59 PM
44004	DNRC 2016 County Septic Loan Grants	Department of Natural Resources and Conservation	12/31/2019 11:59 PM
91150	DNRC 2019/2020 RRGL Planning Grant-Winter 2019	Department of Natural Resources and Conservation	01/31/2020 5:00 PM
90969	DNRC/MISC 2020 AIS Grant Program	Department of Natural Resources and Conservation	01/23/2020 12:00 AM
90145	DOC - Big Sky Economic Development Trust Fund (BSTF) - Job Creation Projects - FY 20-03	Department of Commerce	12/18/2019 11:59 PM
90146	DOC - Big Sky Economic Development Trust Fund (BSTF) - Planning Projects - FY20-03	Department of Commerce	12/18/2019 11:59 PM
90147	DOC - Primary Sector Workforce Training Grant (WTG) Program - FY 20-03	Department of Commerce	12/18/2019 11:59 PM
90235	Fish, Wildlife & Parks Shooting Range Grant FY 21	Department of Fish, Wildlife and Parks	02/01/2020 11:59 PM
90758	FWP Recreational Trails Program Grant Cycle 2020	Department of Fish, Wildlife and Parks	01/31/2020 3:00 PM
79488	FY 19-20 EMPG	Department of Military Affairs	11/29/2019 4:59 PM
62657	MDT Impaired Driving Mini Grants: Non-Enforcement	Department of Transportation	
51656	MDT Occupant Protection Mini-Grants	Department of Transportation	
89705	MDT-FFY20: High Visibility Enforcement-Mini Grants	Department of Transportation	
87430	Montana SBIR/STTR Matching Funds Program - Stage 1	Department of Commerce	03/16/2020 11:59 PM
87432	Montana SBIR/STTR Matching Funds Program - Stage 2	Department of Commerce	03/31/2020 11:59 PM
88831	MT Wild School Transportation Grant	Department of Fish, Wildlife and Parks	12/31/2019 12:00 AM
16	Recreational Trails Program Grant Cycle 2019	Department of Fish, Wildlife and Parks	01/31/2019 12:00 AM
86969	SFY20 Incumbent Worker Training	Department of Labor and Industry	06/19/2020 12:00 AM

If you select the Montana State Library's MLIA Grant Program, the next screen will provide detailed information about the grant opportunity:

## Funding Opportunities

### Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
93348	TEST FY2021 MLIA App. - JK 1/10/2020	Editing

### Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

#### 93274-FY2021 Montana Land Information Act Grant Application

**MSL Montana Land Information Act Grant**  
Application Deadline: 02/18/2020 5:00 PM

Award Amount Range: Not Applicable

Program Officer: Erin Fashway

Project Start Date:

Phone: 406-444-9013 x

Project End Date:

Email: [efashway@mt.gov](mailto:efashway@mt.gov)

Award Announcement Date:

This Opportunity is recurring  
Categorical Area(s) To be Addressed by Program

### Description

The purpose of the MLIA Grant Program is to provide development and maintenance of services relating to the GIS and land information. The annual Montana Land Information Plan establishes the goals and priorities that guide the MLIA Grant Program. State agencies, local governments, Indian tribal governments, and the Montana university system are eligible to apply for grant funding. Preference is given to applicants that demonstrate intergovernmental or interagency partnerships in their grant projects. All information or products created or updated through the MLIA Grant Program must be made publicly available.

Grant applications must be received by the Montana State Library (MSL) by February 15, 2020. Grant applications then go through a competitive process of review and ranking conducted by a subcommittee of the Montana Land Information Advisory Council. Final grant awards will be approved by the MSL Commission in May 2020. Grants are administered by MSL and are awarded for a period of one year, July 1, 2020 – June 30, 2021.

At the bottom of the screen, you will find additional information about the grant program and the application process, including a brief description of the program, the FY2021 MLIA Grant Application Package, templates to be used for completing certain sections of the application, and a link to resources on the Montana State Library Website.

## WebGrants Registration Instructions:

To register yourself and your organization, please go to <https://funding.mt.gov>. Click on **Register Here**.

 [Log In](#)

## Login

User ID:\*   
Password:\*

[Forgot Password?](#)

New to WebGrants - State of Montana?

[Register Here](#)

Funding Opportunities Offered by Montana State Agencies

[Search Here](#)

## Announcements

Noxious Weed Trust Fund



Montana Department of Agriculture

**Noxious Weed Trust Fund Grants**

Now Accepting Grant Applications - Apply by January 6, 2020

Local Cooperative . Research . Education/Development Projects

Additional Information: <http://agr.mt.gov/Noxious-Weed-Trust-Fund-Grants>

The primary application contact is the one who will register in the system. Additional contacts may be added so that authorized users can view and fill out the application. Complete the required personal and organization information on the form and then click on **Register** at the top or bottom of the form. Red asterisks indicate required fields.

[Register](#)

**Personal Information**

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

**Email:**\*

**Confirm Email:**\*

**Alternate Email**

**Address:**\*

\*     
City State/Province Postal Code/Zip

**Phone:**\*    
Phone Ext. \*\*\*\*\*

**Alternate Phone**

**Fax:**   
\*\*\*\*\*

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

Click on the down arrow and select "[Montana State Library](#)".

---

**Organization Information**

**Name:**\*

**Organization Type:**

**Organization Website:**

**Address:**\*

\*     
City State/Province Postal Code/Zip

**Phone:**\*    
\*\*\*\*\*

**Ext.**   
Ext.

**Alternate Phone**

**Fax:**   
\*\*\*\*\*

**Email address**

**Alternate Email**

[Register](#)

Do not enter dashes in the phone & fax numbers.

Click on the down arrow and select your organization type

Do not enter dashes in the phone & fax numbers.

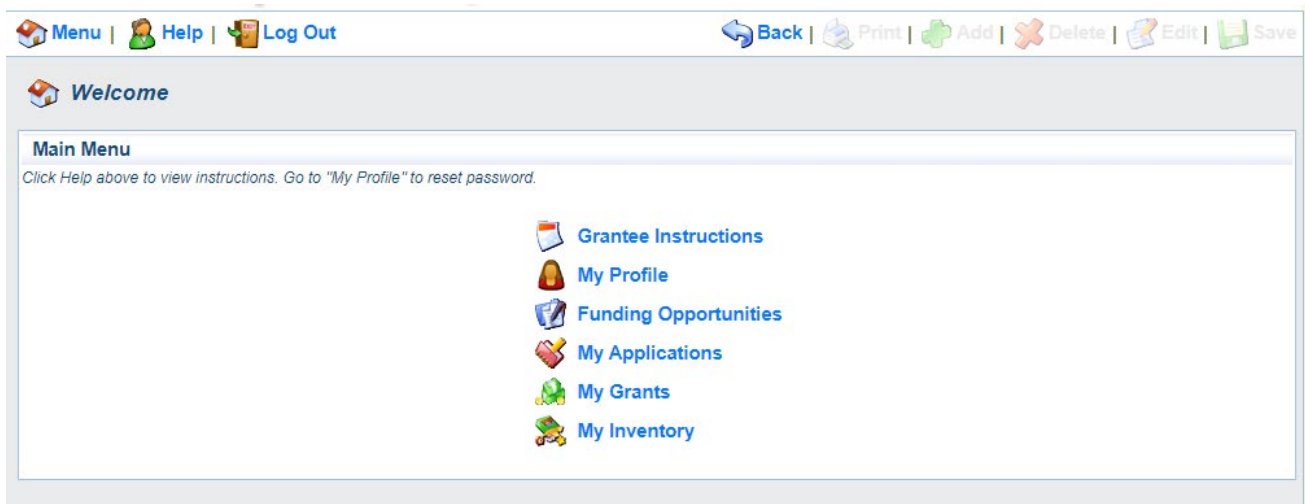
The State Library must approve your registration before WebGrants will send you your user ID and password. This process may take several business days, so please be patient.

Once your registration is approved, you will receive two emails from WebGrants. The first email will provide your user ID, and the second email will provide a temporary password.

## Logging into and Navigating the WebGrants System:

### Logging In:

Once registered, enter the user ID and password assigned to you by the system under **Login** on the home page. Logging in will take you to the **Main Menu**:



## Main Menu:

The **Main Menu** is the first page of the system that you will always see after logging in. It will take you to the various modules of the application. Each module is explained below:

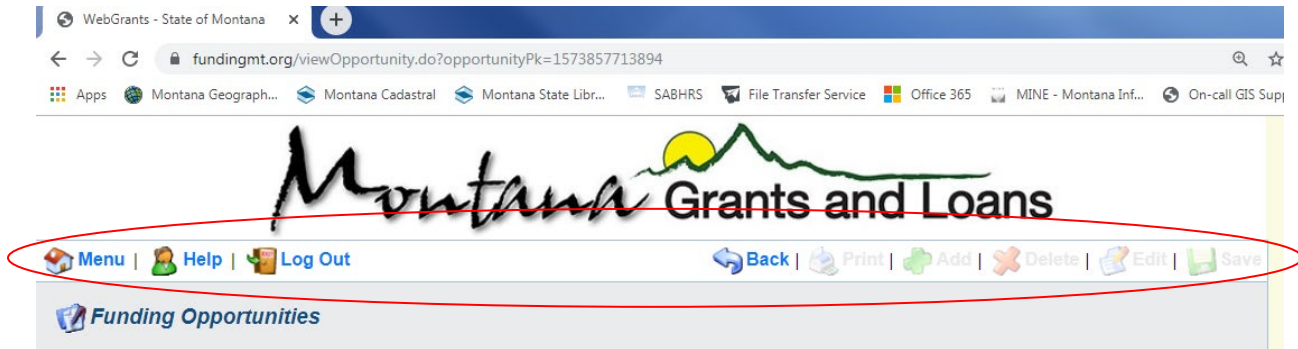
- **Grantee Instructions:**  
This link displays a high-level instructions page describing all the screens in the application. These are general instructions on the functionality of the system, not specific instructions about the MLIA Grant Program. Please read these instructions carefully to learn about how the system works.
- **My Profile:**  
Displays your contact information, which you can update in this module. Click on this link to change your personal information and/or reset your password.
- **Funding Opportunities:**  
This link displays all currently posted funding opportunities available through the WebGrants system. These include all agencies using the system, not just the Montana State Library.
- **My Applications:**  
All of your previously created applications can be found in this module.
- **My Grants:**  
All of your awarded grants can be found here. You can also create status reports, submit claims, and communicate with the grantor in this module.
- **My Inventory:**  
Not applicable to the MLIA Grant Program.



## Navigation:

**When navigating through the system, pay attention to the “TOP BAR.”** The TOP BAR will enable you to access the **Main Menu**, ask for **Help**, **Log Out**, **Print**, **Add Information**, **Delete**, **Edit**, and **Save**. Always refer to the TOP BAR when completing the different sections of the application.

**\*Important Note:** To navigate through WebGrants, use the **Back** button in the TOP BAR, *not* your internet browser back arrow.



## Funding Opportunities:

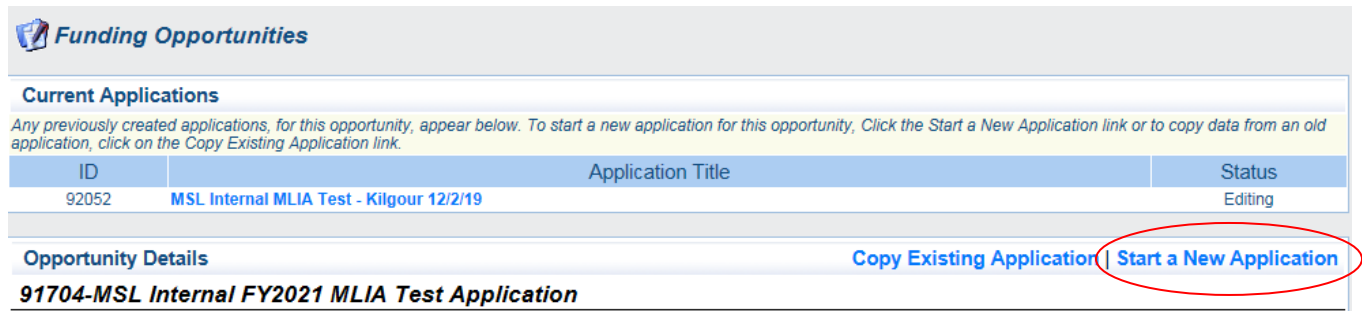
To find the MLIA Grant Program, or to view other funding opportunities, select **Funding Opportunities** from the **Main Menu**.

- The **Current Funding Opportunities** page will provide a detailed list of all the grant opportunities currently available through the WebGrants system.
- The FY2021 Montana Land Information Act Grant Application is listed with the Montana State Library.
- Once you select the FY2021 Montana Land Information Act Grant Application, you can review the **Opportunity Details** about the grant program. There is also a brief description of the program, an attached Word document with information and instructions, a User Guide for applying through the online system, and a link to the Montana State Library website.

## Completing the Application:

### Starting a New Application:

To start a new application, click on **Start a New Application** when you are in the **Opportunity Details** view. This will begin the application process. Your application will be given a unique application identification number.



**Funding Opportunities**

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
92052	MSL Internal MLIA Test - Kilgour 12/2/19	Editing

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#)

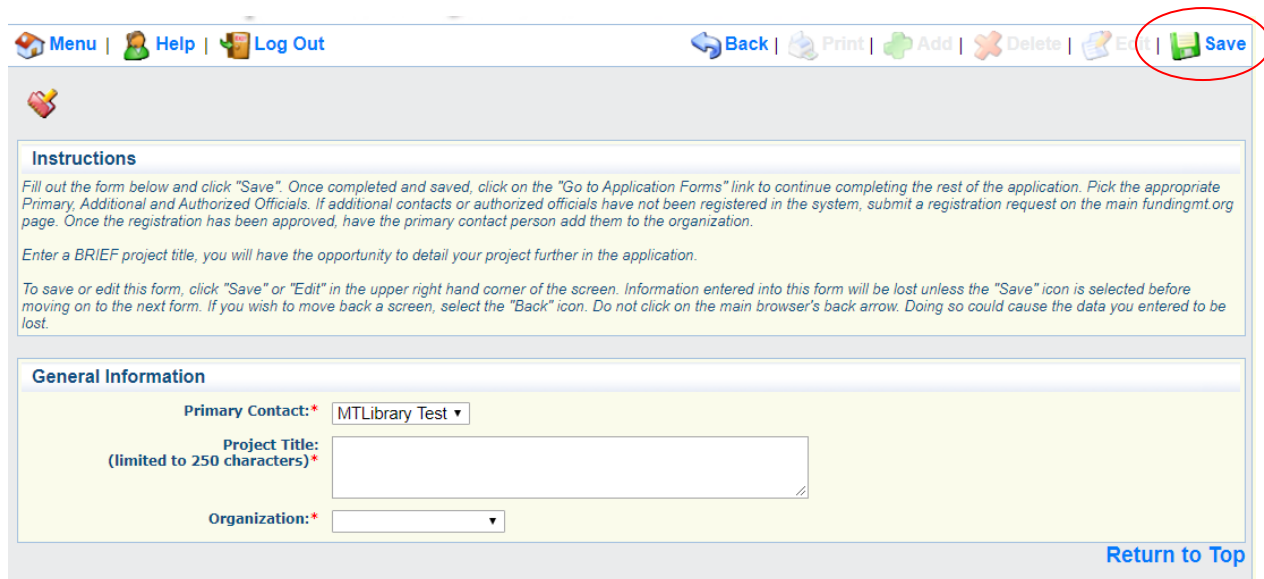
**91704-MSL Internal FY2021 MLIA Test Application**

### General Information:

In this section, the applicant must add a **Project Title**. This title will follow the application throughout the application cycle, so please make it meaningful and concise.

Select the **Primary Contact** and your **Organization** from the dropdown menus. You will have the opportunity to add additional authorized persons who can have access to the application. Additional contacts must first register in the system.

Once you have entered the information, click **Save** on the TOP BAR.



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

**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.

**General Information**

**Primary Contact:**\* MTLibrary Test ▼

**Project Title:**  
(limited to 250 characters)\*

**Organization:**\* ▼

[Return to Top](#)

The next screen summarizes the information that was submitted. You can edit the information by clicking **Edit** on the TOP BAR. You can start completing the MLIA Grant Program application forms by clicking on **Go to Application Forms**.

**Application**

Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

Program Area: MSL Montana Land Information Act Grant

Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application

Application Deadline: 02/18/2020

**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.

**General Information**

System ID: 93348

Project Title: TEST FY2021 MLIAApp. - JK 1/10/2020

Primary Contact: MTLibrary Test

Additional Contacts: MTLibrary Test

Select any additional contacts within your organization that will also manage this grant

Organization: Test MSL MLIA Org

[Go to Application Forms](#)

**Application Forms:**

The application forms are all the sections of the application that must be completed before submitting the application. You will need to complete each form individually and enter all required information (marked with red asterisks\*). Please read the directions on each form carefully.

At any time throughout the application process, you can click on the **Print** button on the TOP BAR or the **Application Details** button to display all information at a glance or to print the application.

To open a form, click on the **Form Name** (in blue) under **Application Forms**.

**Application**

Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

Program Area: MSL Montana Land Information Act Grant

Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application

Application Deadline: 02/18/2020

**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**

[Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	01/10/2020
Applicant and Proposal Information		
Funding Partners		
Relevance and Public Benefit		
Project Management and Organizational Capability		
Scope of Work		
Project Deliverables		
Budget Narrative and Summary Tables		
Project Sustainability		
Renewable Grant Accountability		

## Completing and Editing Forms:

To enter data into a form, click **Edit** on the TOP BAR.

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

**Application**

Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

Program Area: MSL Montana Land Information Act Grant

Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application

Application Deadline: 02/18/2020

**Instructions**

Please use this form to provide essential information about the governmental entity applying for MLIA grant funds and general information about the proposed grant project. Please complete all required fields.

**Applicant Organization and Contact Information** [Mark as Complete](#) | [Go to Application Forms](#)

To be eligible for a Montana Land Information Act grant, the applicant must represent a division of Montana state government, a local government in Montana, a tribal government in Montana, or the Montana University System. Please indicate the type of governmental entity your agency/organization represents and complete the required information about your agency/organization.

Type of Governmental Entity:\*

Name of Agency/Entity:\*

Department:\*

Division/Section (if applicable):

Mailing Address:\*

City:\*

County:\*

Each field will open for editing. Enter all required information.

Once you have completed a form, click **Save** on the TOP BAR. You may continue to edit the application forms until you submit the application. If you need to go back into a form to make changes, simply click **Edit** again, make your changes, and click **Save**.

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

**Application**

Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

Program Area: MSL Montana Land Information Act Grant

Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application

Application Deadline: 02/18/2020

**Instructions**

Please use this form to provide essential information about the governmental entity applying for MLIA grant funds and general information about the proposed grant project. Please complete all required fields.

**Applicant Organization and Contact Information**

To be eligible for a Montana Land Information Act grant, the applicant must represent a division of Montana state government, a local government in Montana, a tribal government in Montana, or the Montana University System. Please indicate the type of governmental entity your agency/organization represents and complete the required information about your agency/organization.

Type of Governmental Entity:\*

Name of Agency/Entity:\*

Department:\*

When all information has been entered into a form and you are ready to finalize it, click on **Mark as Complete**. The WebGrants system will not allow you to submit your application until all forms are marked as complete. If a form has been marked as complete, you may still edit the form by simply clicking on **Edit** as described above.

**Application**

Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

Program Area: MSL Montana Land Information Act Grant

Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application

Application Deadline: 02/18/2020

**Instructions**

Please use this form to provide essential information about the governmental entity applying for MLIA grant funds and general information about the proposed grant project. Please complete all required fields.

**Applicant Organization and Contact Information** Mark as Complete | [Go to Application Forms](#)

To be eligible for a Montana Land Information Act grant, the applicant must represent a division of Montana state government, a local government in Montana, a tribal government in Montana, or the Montana University System. Please indicate the type of governmental entity your agency/organization represents and complete the required information about your agency/organization.

Type of Governmental Entity:\* Any department, agency, board, commission, or other division of state government

Name of Agency/Entity:\* Montana State Library

Department:\* User Services

**\*Please Note:** You may edit and revise the forms as much as needed prior to submitting the application. The forms may also be completed in any order that you choose—it is not necessary to follow the order in which they appear in the system.

### Special Form Instructions:

#### Application Instructions:

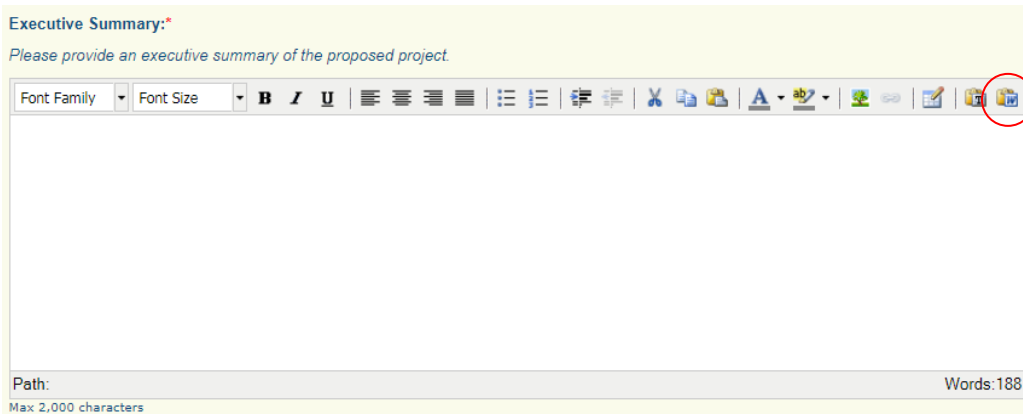
Detailed information about the MLIA Grant Program and instructions for completing the grant application can be downloaded from the **Funding Opportunity** page. They can also be accessed on the Montana State Library website: <http://msl.mt.gov/MLIAgrants>.

Within the WebGrants online application, each form contains detailed instructions about the information required to complete each section of the application. Please follow these instructions carefully and contact program staff if you have any questions. The instructions and most parts of the application are very straightforward. A few sections of the application have more particular requirements, which are explained below.

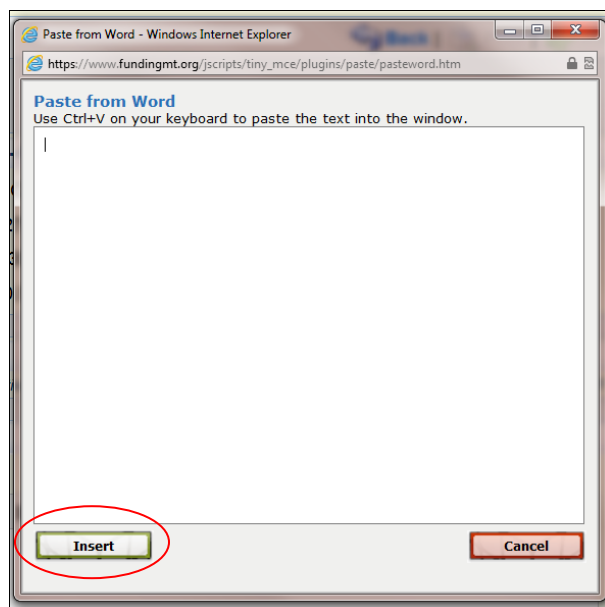
#### Copying and Pasting from Microsoft Word:

We recommend that you prepare narrative portions of the application in Microsoft Word and then copy and paste them into the online application. To avoid problems saving text that you paste into the application, do not paste your text directly into the text box. Instead, follow this two-step process to insert your text:

- Click on the Word button (clipboard with Word icon) in the upper right corner of the text field.



- A dialogue box will open. Copy the desired text, paste it in the dialogue box, and click **Insert**.



**\*Please Note:** To avoid problems saving text that you copy and paste into the application, make sure that your text does not have any unwanted formatting inadvertently applied to it.

#### Character Limits for Text Boxes:

Most of the text boxes in the MLIA grant online application have character limits that restrict the amount of text that may be entered in a field. These character limits are stated just above each text box, as illustrated below. Unfortunately, the WebGrants system does not have a character counter; it will only prevent you from saving a section of the application and present a pop-up notification if you try to save text exceeding the character limit. To avoid running into this issue, we recommend preparing the narrative portions of the application in a Word document and checking the character count before pasting text into the WebGrants application. Please be aware that WebGrants counts spaces as characters. WebGrants does not count line returns or paragraph breaks as characters, though, so please use line returns/paragraph breaks to separate paragraphs or other sections of narrative text.

### Executive Summary:\*

Please provide an executive summary of the proposed project.

There is a 3,000-character limit for the executive summary.

A rich text editor interface with a toolbar at the top containing options for Font Family, Font Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, and Print. Below the toolbar is a large text area with a vertical cursor. At the bottom left of the text area, it says "Path: p" and at the bottom right, it says "Words: 458".

### Multi-List Forms:

A couple forms in the application—Funding Partners and Project Deliverables—are designed to allow applicants to add an unlimited number of items to a list. To create new items in a multi-list form, click on **+Add** in the TOP BAR.

The application form interface includes a top navigation bar with "Menu", "Help", "Log Out", "Back", "Print", "+Add", "Delete", "Edit", and "Save". The main content area is titled "Application" and contains the following information:

- Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020
- Program Area: MSL Montana Land Information Act Grant
- Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application
- Application Deadline: 02/18/2020

**Instructions**  
Any applicants working with funding partners must complete this form. Please refer to the MLIA grant application packet for a description of funding partners. For proposed grants with one or more funding partners, contact information and a statement of support must be provided for each funding partner. Please follow the instructions below to report information about any applicable funding partners and to attach letters of support. **If there are no funding partners on this project, please select "Mark as Complete" and move on to the next form.**

**Funding Partners** [Mark as Complete](#) | [Go to Application Forms](#)  
Please complete the following fields for each funding partner, if applicable. Add new rows as needed to account for all funding partners by clicking the "+Add" button above. Each identified funding partner must also submit a letter of support, which must be attached to this form as a PDF document.

Name of Contact:	Name of Agency:	Street Address:	City:	County:	Zip Code:	Contact Email Address:	Contact Phone Number:	Funding Partner Pledged Cash Amount:	Funding Partner Pledged In-Kind Amount:	Statement of Support:
------------------	-----------------	-----------------	-------	---------	-----------	------------------------	-----------------------	--------------------------------------	---	-----------------------



You will then be able to enter all required information for each item in the list. When finished, click **Save**.

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Exit](#) | [Save](#)

### Application

**Application:** 93348 - TEST FY2021 MLIA App. - JK 1/10/2020  
**Program Area:** MSL Montana Land Information Act Grant  
**Funding Opportunities:** 93274 - FY2021 Montana Land Information Act Grant Application  
**Application Deadline:** 02/18/2020

#### Instructions

Any applicants working with funding partners must complete this form. Please refer to the MLIA grant application packet for a description of funding partners. For proposed grants with one or more funding partners, contact information and a statement of support must be provided for each funding partner. Please follow the instructions below to report information about any applicable funding partners and to attach letters of support. **If there are no funding partners on this project, please select "Mark as Complete" and move on to the next form.**

#### Funding Partners

Please complete the following fields for each funding partner, if applicable. Add new rows as needed to account for all funding partners by clicking the "+Add" button above. Each identified funding partner must also submit a letter of support, which must be attached to this form as a PDF document.

**Name of Contact:\***   
**Name of Agency:\***   
**Street Address:\***   
**City:\***   
**County:\***   
**Zip Code:\***   
**Contact Email Address:\***   
**Contact Phone Number:\***

Please enter the amount of pledged funding partner cash in this field.

**Funding Partner Pledged Cash Amount:\***

Please enter the funding partner's pledged in-kind contribution to the project in this field.

**Funding Partner Pledged In-Kind Amount:\***

Please attach the applicable statement of support from the funding partner by clicking "Browse" below and selecting the appropriate document. Please attach the statement of support as a PDF document.

**Statement of Support:\***  No file chosen

After saving the entry, the WebGrants system will compile the data in a table format. To add additional entries to the list, complete the process as many times as needed.

**Application:** 93348 - TEST FY2021 MLIA App. - JK 1/10/2020  
**Program Area:** MSL Montana Land Information Act Grant  
**Funding Opportunities:** 93274 - FY2021 Montana Land Information Act Grant Application  
**Application Deadline:** 02/18/2020

#### Instructions

Any applicants working with funding partners must complete this form. Please refer to the MLIA grant application packet for a description of funding partners. For proposed grants with one or more funding partners, contact information and a statement of support must be provided for each funding partner. Please follow the instructions below to report information about any applicable funding partners and to attach letters of support. **If there are no funding partners on this project, please select "Mark as Complete" and move on to the next form.**

#### Funding Partners

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

Please complete the following fields for each funding partner, if applicable. Add new rows as needed to account for all funding partners by clicking the "+Add" button above. Each identified funding partner must also submit a letter of support, which must be attached to this form as a PDF document.

Name of Contact:	Name of Agency:	Street Address:	City:	County:	Zip Code:	Contact Email Address:	Contact Phone Number:	Funding Partner Pledged Cash Amount:	Funding Partner Pledged In-Kind Amount:	Statement of Support:
John Kilgour	Montana State Library	PO Box 201800	Helena	Lewis and Clark	59620	jkilgour@mt.gov	406-444-4128	\$1,000.00	\$1,000.00	<a href="#">Test Document.pdf</a>



## Attachments:

Several sections of the application will ask you to upload certain documents and tables. To attach documents to the application, click on the **Choose File** button (If using Internet Explorer, there will be a **Browse** button.). You will then be able to select a document that has been previously stored on your computer.

### Funding Partners

Please complete the following fields for each funding partner, if applicable. Add new rows as needed to account for all funding partners by clicking the "+Add" button above. Each identified funding partner must also submit a letter of support, which must be attached to this form as a PDF document.

**Name of Contact:\***

**Name of Agency:\***

**Street Address:\***

**City:\***

**County:\***

**Zip Code:\***

**Contact Email Address:\***

**Contact Phone Number:\***

Please enter the amount of pledged funding partner cash in this field.

**Funding Partner Pledged Cash Amount:\***

Please enter the funding partner's pledged in-kind contribution to the project in this field.

**Funding Partner Pledged In-Kind Amount:\***

Please attach the applicable statement of support from the funding partner by clicking "Browse" below and selecting the appropriate document. Please attach the statement of support as a PDF document.

**Statement of Support:\***  No file chosen

## Budget Narrative and Summary Tables:

The budget form requires the applicant to enter a written budget narrative, upload a detailed budget table and a budget summary table, and complete a short table summarizing the requested MLIA funds. The budget narrative is entered in a text box similar to other sections of the application. The two uploaded budget tables can be attached to the application following the instructions above for attachments. The **MLIA Funding Request Summary** table should be completed using the total MLIA requested funds submitted in the MLIA Budget Summary Table. Entering this data in the **MLIA Funding Request Summary** may seem redundant, but it is necessary for the requested funds to be entered directly into the WebGrants system to allow for budget calculations and claims processing should the proposed grant project be approved for funding.

Category	Requested MLIA Funds
Personnel (including fringe benefits)	<input type="text" value="\$0.00"/>
Travel	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>
Supplies & Materials	<input type="text" value="\$0.00"/>
Contractual	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$0.00"/>

To complete this table, simply enter the relevant amounts for each budget category in the **Requested MLIA Funds** column and click **Save**. The system will then calculate the total amount of requested MLIA funds.

MLIA Funding Request Summary	
Please complete the following table summarizing the applicant's MLIA funding request. The amounts entered into this table should match the MLIA funding amounts included in the budget summary table attached above. It is necessary to also enter the MLIA funding amount below, because this form will be used to calculate reimbursement of project costs should the grant be awarded.	
Category	Requested MLIA Funds
Personnel (including fringe benefits)	\$500.00
Travel	\$350.00
Equipment	\$1,000.00
Supplies & Materials	\$0.00
Contractual	\$2,500.00
Other	\$0.00
<b>Totals</b>	<b>\$4,350.00</b>

## To Add Additional Contacts to Your Grant Application:

To grant additional people (such as a secondary project manager) access to an application that has been started, open the **General Information** component.

**Application:** 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

**Program Area:** MSL Montana Land Information Act Grant

**Funding Opportunities:** 93274 - FY2021 Montana Land Information Act Grant Application

**Application Deadline:** 02/18/2020

---

**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	Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	01/10/2020
<a href="#">Applicant and Proposal Information</a>		01/10/2020
<a href="#">Funding Partners</a>		01/10/2020
<a href="#">Relevance and Public Benefit</a>		
<a href="#">Project Management and Organizational Capability</a>		
<a href="#">Scope of Work</a>		
<a href="#">Project Deliverables</a>		
<a href="#">Budget Narrative and Summary Tables</a>		
<a href="#">Project Sustainability</a>		
<a href="#">Renewable Grant Accountability</a>		

Click **Edit** on the TOP BAR. Under the **Additional Grantee Contacts**, all individuals associated with your organization will be listed. Select the person you would like to add as a contact and click **Save**. If you do not see the individual listed here, please contact the grant program staff.

**General Information**

**Primary Contact:\*** MTLibrary Test ▼

**Additional Grantee Contacts:** MTLibrary Test

Select any additional contacts within your organization that will also manage this grant

**Project Title: (limited to 250 characters)\*** MSL Internal MLIA Test - Kilgour 12/2/19

**Organization:\*** Test MSL MLIA Org ▼

## Submitting the Application:

Once all application forms are finished and marked as complete, you may submit the application. Keep in mind that once the application is submitted, the system will not allow you to make any changes. To submit, simply click on **Submit** in the application view.

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

**Application**

Application: 93348 - TEST FY2021 MLIA App. - JK 1/10/2020

Program Area: MSL Montana Land Information Act Grant

Funding Opportunities: 93274 - FY2021 Montana Land Information Act Grant Application

Application Deadline: 02/18/2020

Requested Total: \$2,301.00

**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		✓	01/10/2020
Applicant and Proposal Information		✓	01/10/2020
Funding Partners		✓	01/10/2020
Relevance and Public Benefit		✓	01/10/2020
Project Management and Organizational Capability		✓	01/10/2020
Scope of Work		✓	01/10/2020
Project Deliverables		✓	01/10/2020
Budget Narrative and Summary Tables		✓	01/10/2020
Project Sustainability		✓	01/10/2020
Renewable Grant Accountability		✓	01/10/2020

Application Details | **Submit** | Withdraw

You will be reminded that submitting the application will lock all sections from further editing. You may cancel the submission at this time if you need to make additional changes. If the application is ready to submit, click **OK**.

fundingmt.org says

Submitting the Application will lock all sections from further editing.  
Have you completed all sections? Are you sure you are ready to submit  
this Application?

