

**Step 1:** In your browser, type / search [montana.servicenowservices.com/lmtgl](https://montana.servicenowservices.com/lmtgl)

The screenshot shows the homepage of the Montana Grants and Loans website. At the top left, the text "Montana Grants and Loans" is visible. On the right side of the top navigation bar, there are links for "User Registration" and "Log In". The main header features a large landscape image with the text "Good morning, Welcome to Montana Grants and Loans" and a search bar with a magnifying glass icon and the word "Search". Below the header is a dark blue section titled "Popular Grant Programs" containing five icons and their corresponding program names: CDBG Housing Stabilization Program (HSP) Grant, HOME Program - Home Buyer Assistance, CDBG Community and Public Facilities, Community Development Block Grant (CDBG) Economic Development, and CDBG Affordable Housing Development and Rehabilitation Grants. At the bottom, there is a "Funding Opportunities" section with a "Filters" sidebar on the left and three program cards on the right. The "Filters" sidebar includes a "Keyword Search" field with a search icon and a "+ Application Status" expandable menu. The three program cards are: "Community Development Block Grant (CDBG) Planning" (Application Status: No Longer Accepting Applications, Funding type: Grant), "HOME Program - Home Buyer Assistance" (Application Status: Accepting Applications, Funding type: Grant), and "CDBG Community and Public Facilities" (Application Status: Accepting Applications, Funding type: Grant).



*Visual that should show up*



# Step 2: Find & Select Grant Option for Pilot Community Tourism Grant Program (Cohort 1)

Good afternoon, Taylor  
Welcome to Montana Grants and Loans

Search

Awards for Taylor Tidwell  
You have no active awards

Popular Grant Programs

- Community Development Block Grant (CDBG) Planning
- HOME Program - Home Buyer Assistance
- FY25 DMO Plan
- Montana State Small Business Credit Initiative 2.0 Loan Participation Program (MT SSBCI 2.0 LPP) - Tranche 3
- Pilot Community Tourism Grant Program (Cohort 1)
- BSFG - Short Form Content

**Filters**

Keyword Search

Search Keywords

- + Application Status
- + Programs
- + Funding Type

Sort by field

--Select a Sort Field--

Funding Opportunities

### Pilot Community Tourism Grant Program (Cohort 1)

Application Status: Accepting Applications  
Funding type: Grant  
Application open date: 03-01-2024  
Expiration date: 05-01-2024  
Description: The Pilot Community Tourism Grant Program (PCTGP) is a state-funded opportunity created in 2023 as a result of Senate Bill (SB 540), Section 1 (1) (a) through (e) and (4) (a) through (b). Building tourism in a managed way can stimulate and diversify the local economy, protect and enhance local resources and community pride without compromising the qualities that make the community so special. The PCTGP aims to elevate communities across the state, increase their economic vibrancy by improving their appeal as visitor destinations, and to improve their resilience as a destination through enhancing and diversifying tourism related assets and infrastructure. A community can be defined as a specific geo-location, or a group of communities within a destination that have identified tourism as an economic development strategy and are interested in working collaboratively to achieve community development through tourism. Interested communities must be prepared to make a significant and long-term commitment to leadership and participation in the PCTGP over the course of 60 months. Any Montana community / communities that meet the eligibility criteria [see Section III of the PCTGP Guidelines] and have identified tourism as a priority and an economic development strategy is encouraged to complete the Pilot Community Tourism Intake Form. The intake form is used as an initial screening tool to help evaluate community readiness and capacity for a potential Pilot Community Tourism Grant. Please refer to the Tourism Grant Program website: <https://brand.mt.gov/Programs/Office-Of-Tourism/Tourism-Grant>.

### FY25 DMO Plan

Application Status: Accepting Applications  
Funding type: Grant  
Application open date: 07-01-2024  
Expiration date: 06-30-2025  
Description: January 2022 Regulations & Procedures for use of bed tax funding and develop a DMO Plan that best serves the unique needs of Montana's diverse visitor destinations. Some Montana DMOs will continue marketing-focused work, using promotions to build awareness and become a more competitive destination that attracts more visitors. In destinations where visitation is strong and consistent, DMOs may look at opportunities to enhance visitor experience and increase visitor spending. In places where visitation puts pressure on a community or area, DMOs can look to explore mechanisms for diversification and sustainability. While most Montana DMOs will land in just one or two categories, some may engage several or all of them. Ultimately, the ability to utilize bed tax funding in a comprehensive strategic vision can help Montana's tourism partners more effectively develop tourism in their areas, see productive returns on destination marketing, enlist their communities in stewardship efforts and pursue solutions for sustainable tourism.

### Community Development Block Grant (CDBG) Planning

Application Status: Accepting Applications  
Funding type: Grant  
Max Award: \$50,000.00  
Application open date: 02-12-2024  
Expiration date: 03-12-2024  
Description: The Montana Department of Commerce (Commerce) Community MT Division (Community MT) will set aside up to \$500,000 of Community Development Block Grant (CDBG) funds, supported by funding from the U.S. Department of Housing and Urban Development (HUD), for Community Planning (Planning) grants that support long-term, sustainability planning for housing, public infrastructure, community facilities, and economic development.

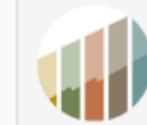
If grant doesn't populate on main screen, search "Pilot Community" in the Keyword Search

# Step 3: Open Grant Opportunity / Review Instructions / Select Apply



## PLEASE REVIEW PRIOR TO STARTING AN APPLICATION

Gather and organize required information, documents, electronic files, and application materials prior to starting an application. To start the online application, click "Apply" in the upper right hand area and follow the prompts to enter the required information, file uploads, and attachments. **ALL REQUIRED** fields and uploads must have an entry or upload before the form will **SAVE** as a draft. Be sure to enter information, even if it will need to be edited later, and **SAVE** as draft. This will allow the application to remain in draft mode for editing until the final submission on or before the deadline. "Start Application" is the button to submit the application once required fields and information are filled out. Make sure that you go back in and review/update final information if you save as draft prior to the grant deadline, April 30, as edits will not be accepted after the deadline.



Pilot Community Tourism Grant Program (Cohort 1)  
Accepting Applications

Apply

Number  
FNDOPP0001067

Program	Application open date	Expiration date
TOURISM GRANT PR..	03-01-2024	05-01-2024

Description/Guidelines Application Forms

### Pilot Community Tourism Grant Program Intake Form

The Pilot Community Tourism Grant Program [PCTGP], offered through Destination MT, is a state-funded opportunity created in 2023 as a result of Senate Bill 540 (SB 540), Section 1 (1) (a) through (e) and (4) (a) through (b). Building tourism in a manageable, sustainable way can stimulate and diversify the local economy, protect and enhance local resources and foster community pride without compromising the qualities that make the community so special. The PCTGP aims to elevate communities across the state, increase their economic vibrancy by improving their appeal as visitor destinations, and to improve their resilience as a destination through enhancing and diversifying tourism related assets and infrastructure.

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Any Montana community / communities that meet the eligibility criteria [see Section III of the PCTGP Guidelines] and have identified tourism as a priority and an economic development strategy is encouraged to complete the Pilot Community Tourism Intake Form. The intake form is used as an initial screening tool to help evaluate community readiness and capacity for a potential Pilot Community Tourism Grant.

Please refer to the Tourism Grant Program website <https://brand.mt.gov/Programs/Office-Of-Tourism/Tourism-Grant-Program> for the complete PCTGP Guidelines and Grant Administration Manual.

### PLEASE REVIEW PRIOR TO STARTING AN APPLICATION

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**Step 4:** Once select “Apply” you will be promoted to Create an Account *(if you don’t already have one, otherwise sign in using your Citizen Login)*

*Use Citizen Login to create an Account or to Login to existing Account*



A screenshot of the Montana Grants and Loans website. At the top, a dark blue header contains the text 'Montana Grants and Loans' and a hamburger menu icon. Below the header is a white box with a blue border containing the 'login mt gov' logo (with a lock icon and four asterisks) and two buttons: 'Citizen Login' and 'State Login'. Below these buttons is a blue link that says 'Have questions?'. At the bottom of the page, the text 'MONTANA.GOV OFFICIAL STATE WEBSITE' is displayed, followed by links for 'Privacy &amp; Security' and 'Accessibility'.



# Step 5: Complete New User Registration / Press Submit

*\*Please note special instructions*

## Register New User

Register for a new account

You will receive an email from donotreply@mtgov on how to complete your account setup after you submit this registration. Use the login button at the top of the portal once you complete your account setup.



### Required information

Email First Name Last Name

Please select an option that describes your p...

\* Email

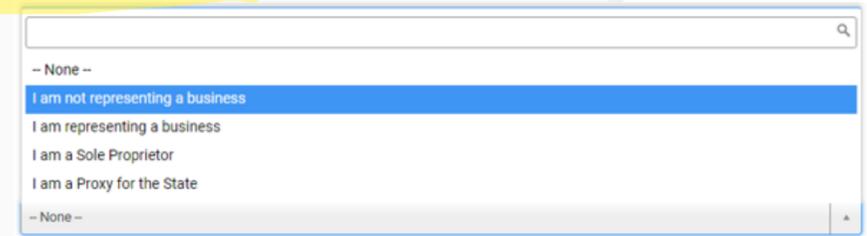
\* First Name

\* Last Name

Primary phone

\* Please select an option that describes your purpose here

For the dropdown under "Please select an option that describes your purpose here" - Select, "I'm not representing a business."



Phone # has to be in specific formatting - +1 \_\_\_\_\_



# Step 6: Email Instructions to Activate your Account and set Password



okta

mtgov - Welcome to Okta!

Hi,

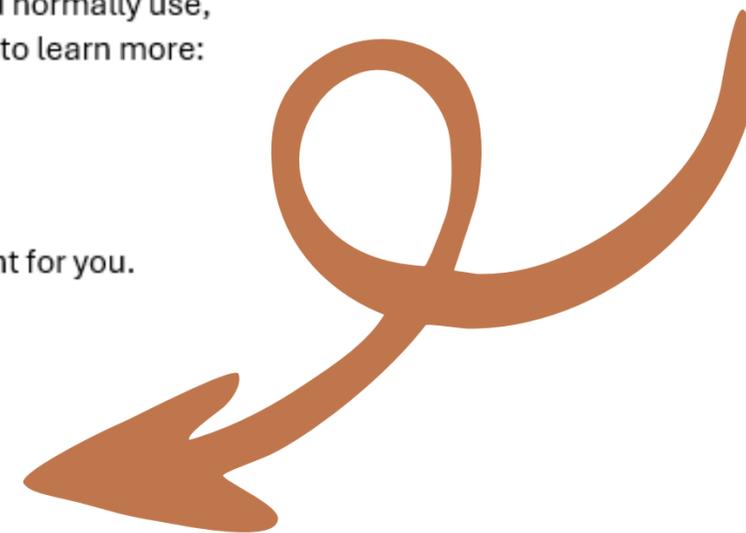
The State of Montana is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: <https://www.okta.com/intro-to-okta/>

Your system administrator has created an Okta user account for you. **Click the following link to activate your Okta account:**

Activate Okta Account

This link expires in 7 days.

*Look for an email in your inbox, click "Activate Okta Account."*



# Step 7: Log In once Account is Activated

MONTANA.GOV  
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

**SIGN IN**  
FORMERLY EPASS MONTANA

all others use email address

Password

Keep me signed in

Sign in

# Step 8: Screen once Logged Into Account for Grants and Loans

The screenshot shows the Montana Grants and Loans portal interface. At the top, a navigation bar includes the text "Montana Grants and Loans" and a user profile section with "My Grants & Loans" and the name "Taylor Tidwell". The main content area features a large banner with the text "Good afternoon, Taylor" and "Welcome to Montana Grants and Loans". Below the banner is a search bar and a section titled "Awards for Taylor Tidwell" which states "You have no awards". A "Popular Grant Programs" section displays five program cards: "Community Development Block Grant (CDBG) Planning", "HOME Program - Home Buyer Assistance", "FY25 DMO Plan", "Montana State Small Business Credit Initiative 2.0 Loan Participation Program (MT SSBCI 2.0 LPP) - Tranche 3", and "BSFG - Short Form Content". Below this is a "Funding Opportunities" section with three detailed cards for "Pilot Community Tourism Grant Program (Cohort 1)", "FY25 DMO Plan", and "Community Development Block Grant (CDBG) Planning". A "Filters" sidebar on the left includes a "Keyword Search" field and expandable sections for "Application Status", "Programs", and "Funding Type". A "Sort by field" dropdown is also present.

You'll know if you're logged in when you see your name on the screen



# Step 9: Find & Select Grant Option for Pilot Community Tourism Grant Program (Cohort 1) / Press Apply

Good afternoon, Taylor  
Welcome to Montana Grants and Loans

Search

Awards for Taylor Tidwell  
You have no active awards

Popular Grant Programs

- Community Development Block Grant (CDBG) Planning
- HOME Program - Home Buyer Assistance
- FY25 DMO Plan
- Montana State Small Business Credit Participation Program (MT SSBCI)

Pilot Community Tourism Grant Program (Cohort 1)  
Accepting Applications

Apply

Program	Application open date	Expiration date
TOURISM GRANT PR...	03-01-2024	05-01-2024

Description/Guidelines | Application Forms

**Pilot Community Tourism Grant Program Intake Form**

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## Filters

Keyword Search

Search Keywords

+ Application Status

+ Programs

+ Funding Type

Sort by field

--Select a Sort Field--

## Pilot Community Tourism Grant Program (Cohort 1)

Application Status: Accepting Applications  
Funding type: Grant  
Application open date: 03-01-2024  
Expiration date: 05-01-2024  
Description: The Pilot Community Tourism Grant Program [PCTGP], offered through Destination MT, is a state-funded opportunity created in 2023 as a result of Senate Bill 540 (SB 540), Section 1 (1) (a) through (e) and (4) (a) through (b). Building tourism in a manageable, sustainable way can stimulate and diversify the local economy, protect and enhance local resources and foster community pride without compromising the qualities that make the community so special. The PCTGP aims to elevate communities across the state, increase their economic vibrancy by improving their appeal as visitor destinations, and to improve their resilience as a destination through enhancing and diversifying tourism related assets and infrastructure. A community can be defined as a specific geo-location, or a group of communities within a destination that have identified tourism as an economic development strategy and are interested in working collaboratively to achieve community development through tourism. Interested communities must be prepared to make a significant and long-term commitment to leadership and participation in the PCTGP over the course of 60 months. Any Montana community / communities that meet the eligibility criteria [see Section III of the PCTGP Guidelines] and have identified tourism as a priority and an economic development strategy is encouraged to complete the Pilot Community Tourism Intake Form. The intake form is used as an initial screening tool to help evaluate community readiness and capacity for a potential Pilot Community Tourism Grant. Please refer to the Tourism Grant Program website: <https://brand.mt.gov/Programs/Office-Of-Tourism/Tourism-Grant-Program>

## FY25 DMO Plan

Application Status: Accepting Applications  
Funding type: Grant  
Application open date: 07-01-2024  
Expiration date: 10-01-2025  
Description: January 2022 Regulations & Procedures for the FY25 DMO Plan that best serves the unique needs of Montana's DMOs will continue marketing-focused work to create a more competitive destination that attracts more visitors. DMOs may look at opportunities for diversification in places where visitation puts pressure on existing businesses. Just as in other categories, some DMOs may prefer to utilize best practices to help them prefer partners more effectively develop tourism in marketing, enlist their communities in stewardship of tourism.

If grant doesn't populate on main screen, search "Pilot Community" in the Keyword Search

*\*You can always add a few words of text to at least submit with required fields to bypass and be able to edit after*

# Step 10: Begin filling out Application

*\*Please note special instructions*

## PLEASE REVIEW PRIOR TO STARTING AN APPLICATION

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Home > MT Grants and Loans > Grants > Pilot Community Tourism Grant Program (Cohort 1) Application

Search

### Pilot Community Tourism Grant Program (Cohort 1) Application

Pilot Community Tourism Grant Program (Cohort 1)

#### Pilot Community Tourism Grant Program Application

The Pilot Community Tourism Grant Program [PCTGP], offered through Destination MT, is a state-funded opportunity created in 2023 as a result of Senate Bill 540 (SB 540), Section 1 (1) (a) through (e) and (4) (a) through (b). Building tourism in a manageable, sustainable way can stimulate and diversify the local economy, protect and enhance local resources and foster community pride without compromising the qualities that make the community so special. The PCTGP aims to elevate communities across the state, increase their economic vibrancy by improving their appeal as visitor destinations, and to improve their resilience as a destination through enhancing and diversifying tourism related assets and infrastructure.

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#### \*Please Review prior to Applying -

Gather and organize required information, documents, electronic files, and application materials prior to starting application. To start the online application, click "Apply" in the upper right hand area and follow the prompts to enter required information, file uploads, and attachments. **ALL REQUIRED fields and uploads must have an entry or upload before the form will SAVE as a draft. Be sure to enter information, even if it will need to be edited later, and SAVE as a draft. This will allow the application to remain in draft mode for editing until the final submission on or before the deadline. "Start Application" is the button to submit the application once required fields and information are filled out. Make sure that you go back in and review/update final information if you save as draft prior to the grant deadline, April 30, as edits will not be accepted after the deadline.**

\* Indicates required

\* Brief Community/Project Title

Please enter a very brief [less than 10 words] descriptive title for the PCTGP community / project. Think of this as a hashtag.

\* Community Identified Lead Organization or Fiscal Organization

Enter the lead organization or fiscal organization of the community / project. This will be the primary point of contact for the PCTGP. The organization name must match the most recently filed federal tax documentation. Do not use acronyms.

Start Application

#### Required information

Brief Community/Project Title Community Identified Lead Organization or Fiscal Organization  
First Name Last Name Title of Primary Contact Primary Contact Phone Number  
Primary Contact Email Address Address Line 2 City State, Province or Region  
Zip or Postal Code First Name Last Name Additional Contact Phone

Press, "Save as Draft" Button



*\*Application times out at approximately 60 minutes*



# Step 11: To get back into your Application *\*To edit information / press submit*

My Application Assessments

Home > 2024 test funding opp

### 2024 test funding opp

Submit Application

Number	Created	Updated	State
GLAPP0001468	just now	just now	Draft

Internal User	Program	Amount Requested	Total contract award	Funds distributed	Funds remaining
AM Angie Miller	DOC 2024 Test Progr...	\$5.00	\$0.00	\$0.00	\$0.00

#### Grant and Loan Application details

Short description	Funding opportunity
2024 test funding opp	2024 test funding opp

Application | Activity | Attachments | Shared Parties

#### Variables

Amount Requested

Application

Upload

rtf text box

Paragraph | B | I | [List Icons] | [Link Icon] | [Image Icon] | (i) <>

Select the Funding Opportunity, you can then edit or review, once application is finalized press "Submit Application"