WebGrants
Main Application
Guidebook
For participants

July 2024

State of Oregon
DEQ Department of Environmental Quality

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Introduction

[WebGrants](#) is an online grants management software. It can be accessed using any web browser (Chrome, Internet Explorer, etc.). WebGrants works best on a laptop or desktop. You may encounter problems using a cellphone. You may encounter problems using a cellphone.

The application requires an internet connection to complete. If you do not have access to a stable internet connection, need assistance accessing the application, or have technical problems using the form, please contact RRRgrants@deq.oregon.gov.

Applicants may receive automated emails from the WebGrants platform with important reminders and information about new action items. It is important to keep an eye out for these but DO NOT RESPOND to them. Return emails will go to an unchecked inbox. For any assistance, contact DEQ using the RRRgrants@deq.oregon.gov email only.

You can also check out [Examples of Waste Prevention Activities and Projects](#) for eligible activities and costs that may be supported through a DEQ Reduce, Reuse, Reimagine Grant.

Accessibility notes

- The WebGrants platform can be used with JAWS or any other commercially available screen reader.
- WebGrants is an English-only platform, if you wish to submit an application in a different language contact us at RRRgrants@deq.oregon.gov.

Main application

If your project has been invited to complete the main application, you will be able to access the next part of the application on WebGrants. Below you will find information on how to navigate the DEQ grants system and instructions on how to complete the main application. All applicants will be notified **July 19, 2024** if they will be considered for the next round. The main application will be due in WebGrants on **Sept. 2, 2024, at 4:00 p.m. PT** along with all required documents.

Note: Applicants will be notified via email in **December 2024** if they will be receiving funding.

Navigating in the DEQ Grants system

- Most forms are editable by clicking Edit at the top part of the section of the form.
- Multi-list sections are editable by clicking Add on the section. If you are completing a multi-list section, you can create as many rows as needed to complete the section. If you want to delete a row, you will click on the row and click Delete.
- All information must be saved by clicking Save on the forms. If you do not click Save and you back out of the form or section of the form, your information will be lost. There is no autosave feature and the system will time out after 60 minutes of inactivity.
- DEQ recommends starting your application in a Microsoft Word document and pasting it into WebGrants.
- Any questions asked through Ask A Question will be published for all applicants to see along with DEQ's response.
- Once you finish each section of the application you must click Mark as Complete. You may still edit a section that you have marked as complete until you click submit application. If you do not mark sections as complete WebGrants will not allow you to submit your application.

Reminder: If you log out of the system at this point or any future point, **do not click on start a new application.** This will send you to a blank application. To access your existing application:

1. Click on Applications from the side menu; or
2. Click on Funding Opportunities and you will see your application in the top section.
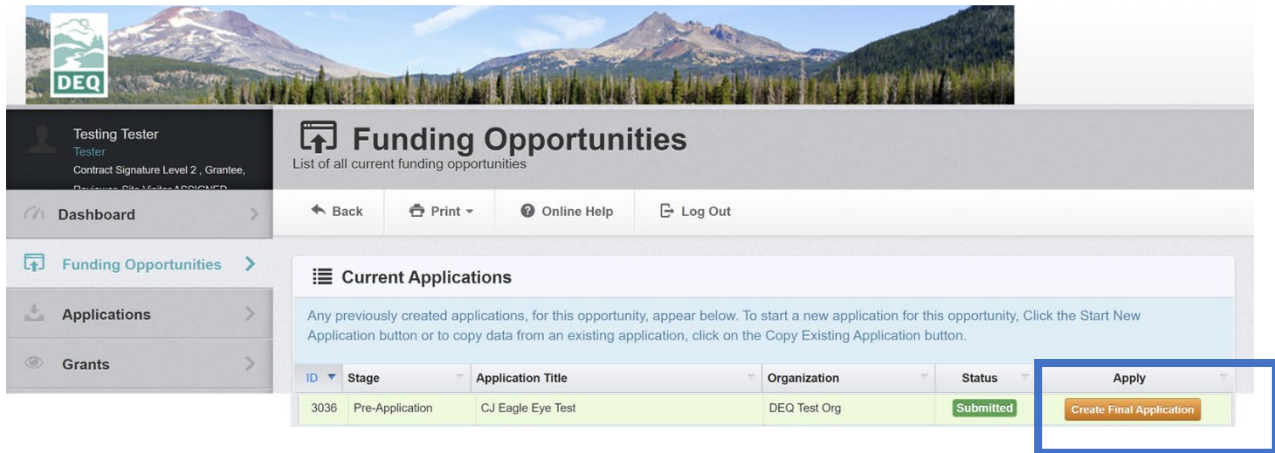

Navigating to the main application

1. Once you are logged into your account, click Funding Opportunities from the side menu.

Figure 1. Side Menu
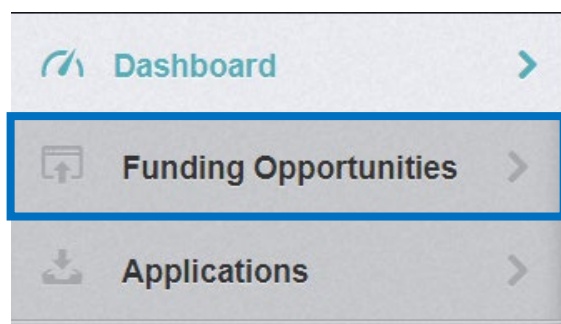
2. The Funding Opportunities page will show all your completed applications. If your application has been accepted to move on to the next round you will see Create Final Application.

Figure 2. Funding Opportunities

3. After you click **Create Final Application** you will navigate to the **Application Details** page, this will show you the rest of the application. You will need to navigate through each page again just like in the pre-application and answer all sections. Once you are done with each section you will **Mark Complete.**

Note: You will be able to view your answers to the pre-application questions, but you will not be able to edit them after you Mark Complete.

Figure 3. Application Details Page
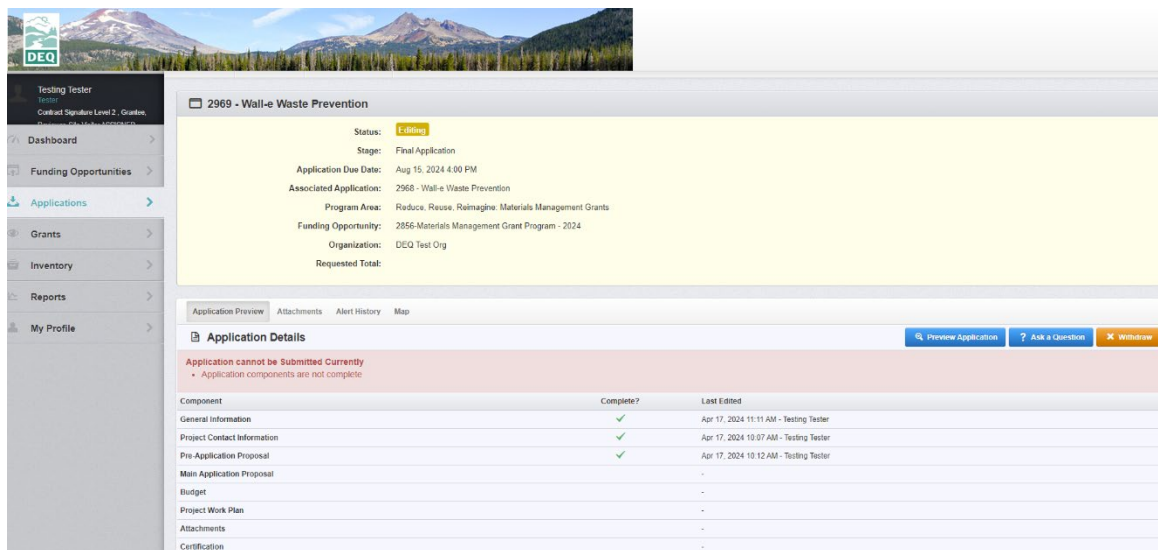
Completing a main application

1. **Project Work Plan and Schedule** – When filling out this section, WebGrants does not prevent users from entering dates outside of the scope in the Anticipated Time Frame question. For this grant round the project should be completed between **February 2025** and **February 2027**.

Figure 4. Project Work Plan and Schedule

2. Budget - Before you can enter your project budget costs, first you will need to scroll down to the Project Budget Summary section and click the green 'Save Form' button.

Figure 5. Project Budget Summary

3. After that, the page will reload and you should now see a green **'+ Add Row'** button for each budget table section.

Figure 6. Personnel costs

4. **Supplemental Financial Management Questions** – For non-profits and small businesses, when attaching your financial records, please combine your records for each question into one document. If you are not a non-profit or small business, you will not need to provide these records.

Figure 7. Financial Records
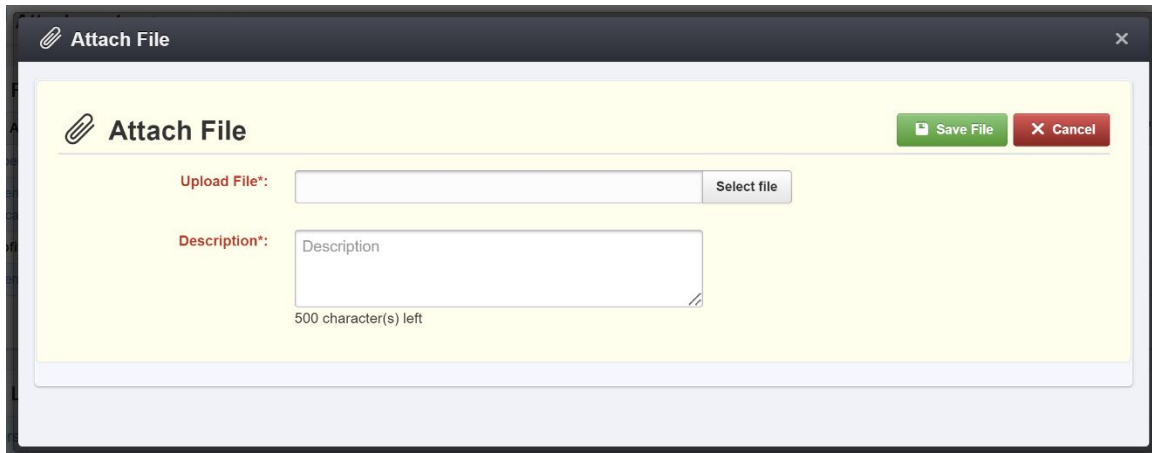

5. **Attachments** – To attach a document in the Financial Documents form, click the name of the document you would like to attach and you will see a pop-up where you can upload your file and write a description.
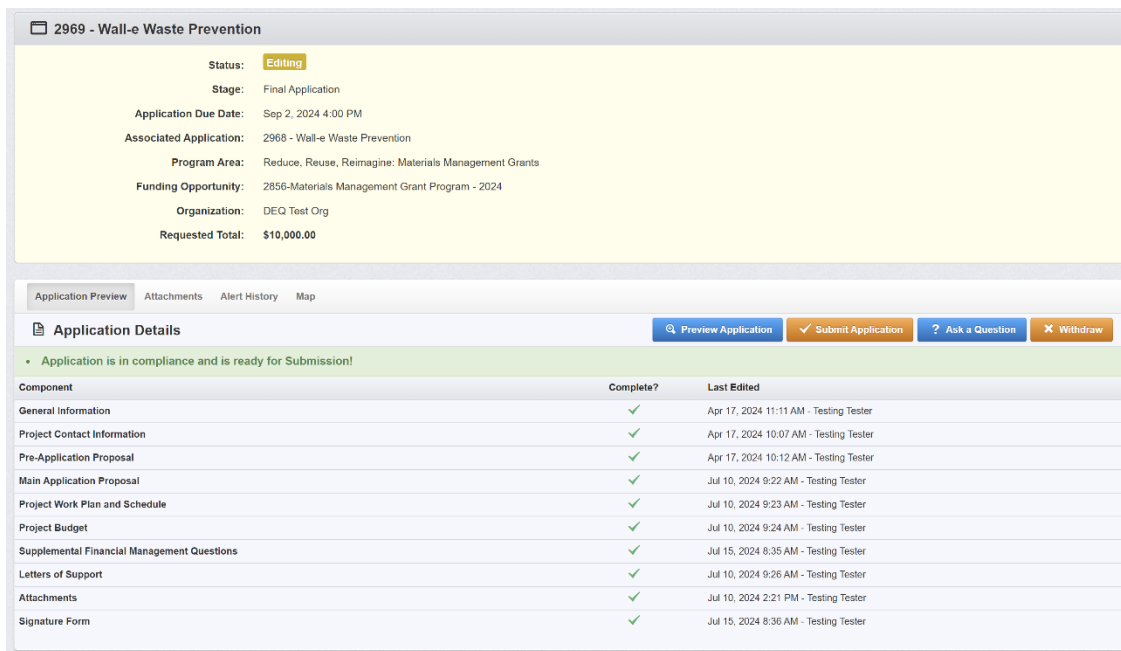
Figure 8. Financial Documents

Figure 9. Attach File
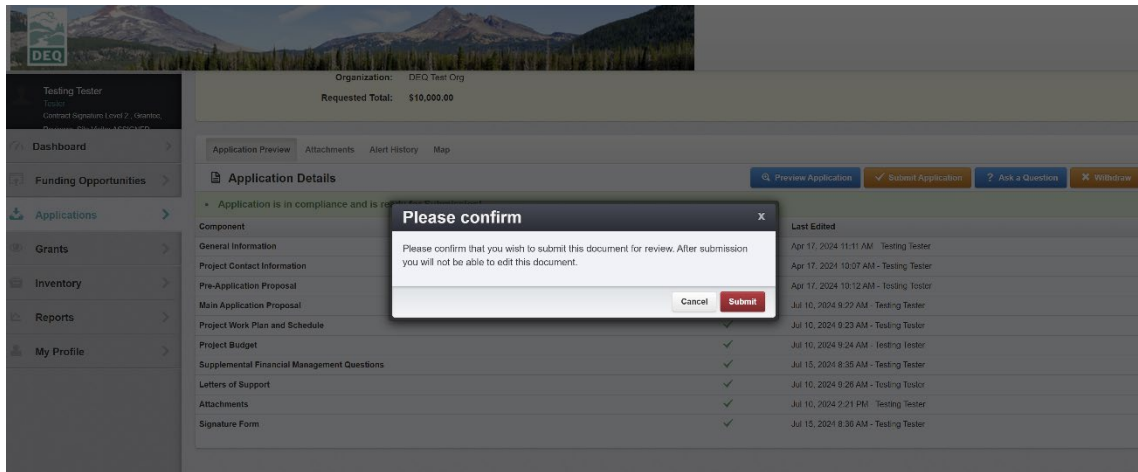

Submitting your completed application

1. Click **Submit Application**. You will receive a pop-up confirmation informing you that once you click Submit the system will no longer let you edit the application.

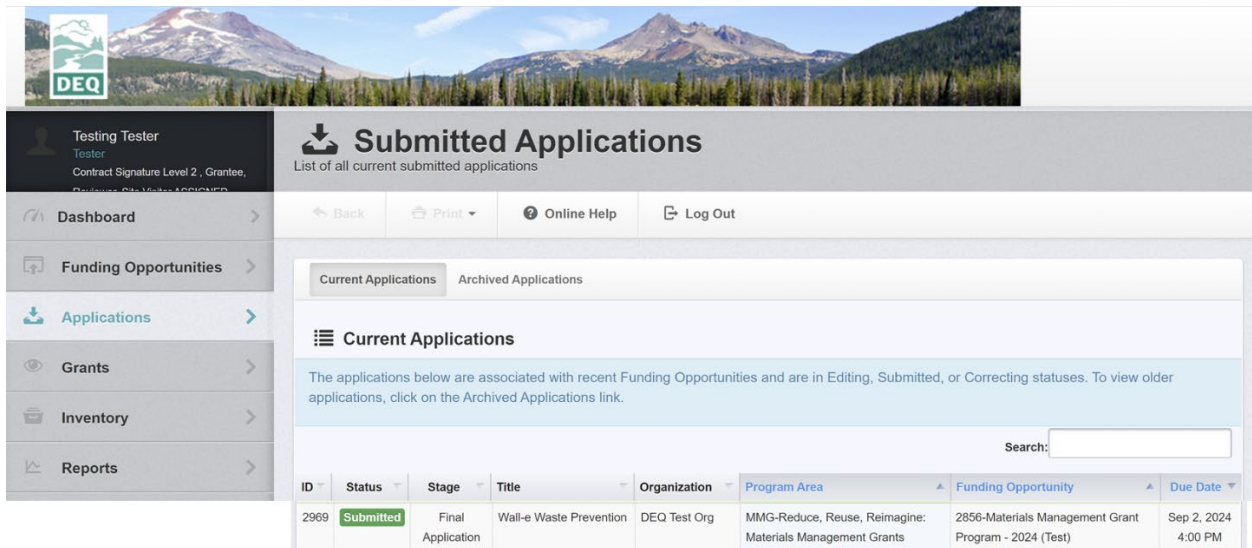**Figure 10. Application details, ready for submission**
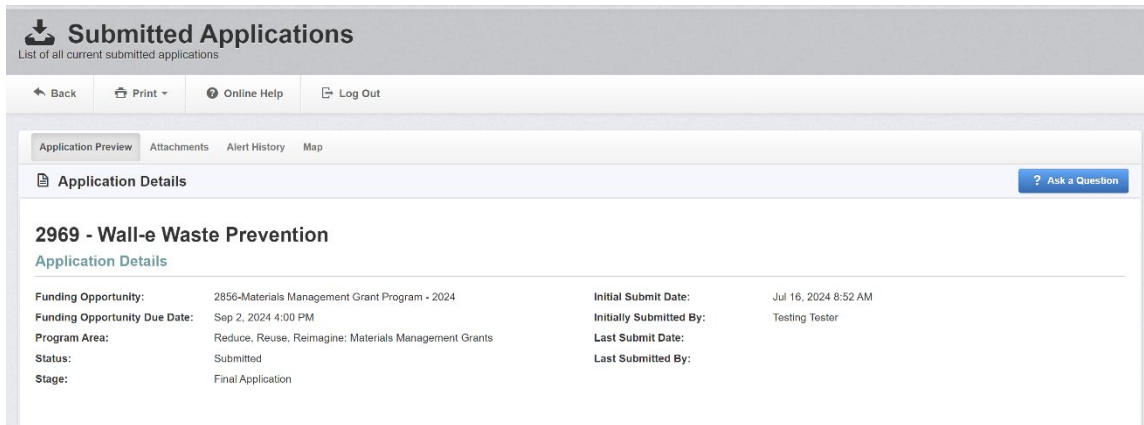

Figure 11. Pop-up Confirmation

2. If ready, click **Submit**. The system will take you back to your Current Applications listing and will display your submitted application.

Figure 12. Applications tab after Application has been Submitted

Figure 13. Viewing submitted application

Note: The main application will be due on **Sept. 2, 2024, at 4 p.m. PT**. Applicants will be notified via email in December 2024 if they will be receiving funding.

Printing your submitted application

1. Click on your application in **Submitted** status.
2. Click Print on your top menu and select **Send to Printer**.

Figure 14. Printing submitted application
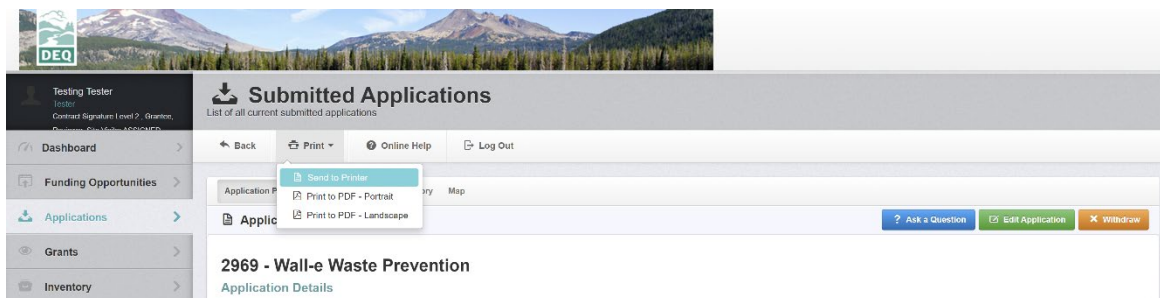
3. When finished, click **Log Out**.

Note: This is for the applicants records only, DEQ will not require a printed version of your application.