



# WebGrants Main Application Guidebook

For participants

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# Table of contents

Introduction .....	4
Accessibility notes .....	4
Main application .....	4
Navigating in the DEQ Grants system .....	5
Navigating to the main application .....	5
Completing a main application.....	7
Submitting your completed application .....	9
Printing your submitted application .....	11

# 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](mailto: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](mailto: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](mailto: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.

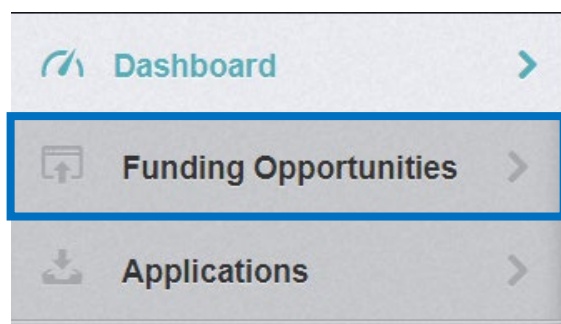
**Reminder:** If you log out of the system at this point or any future point, **do not click on start a new application**. This will send you to a blank application. To access your existing application:

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

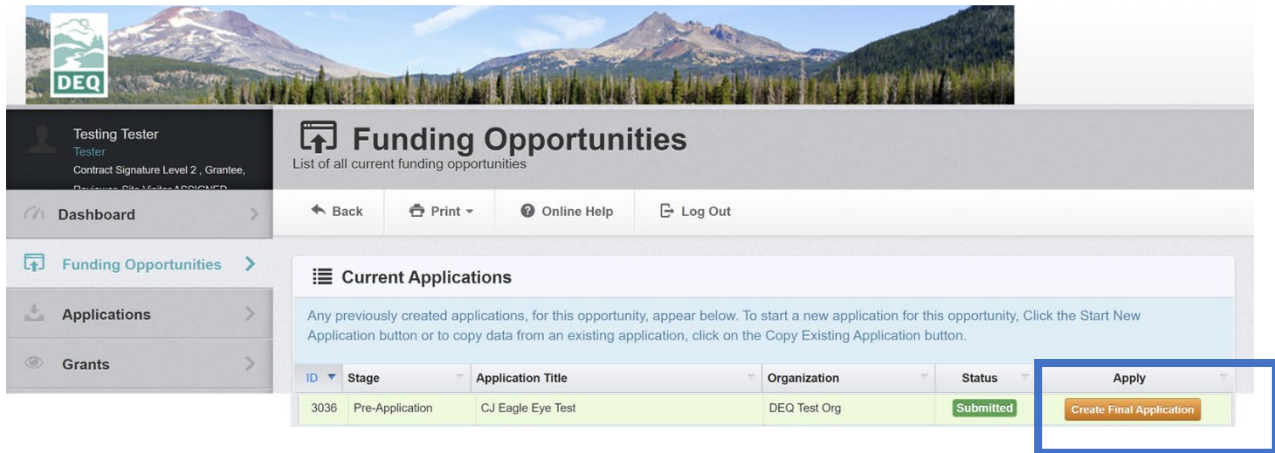
1. Once you are logged into your account, click Funding Opportunities from the side menu.

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.

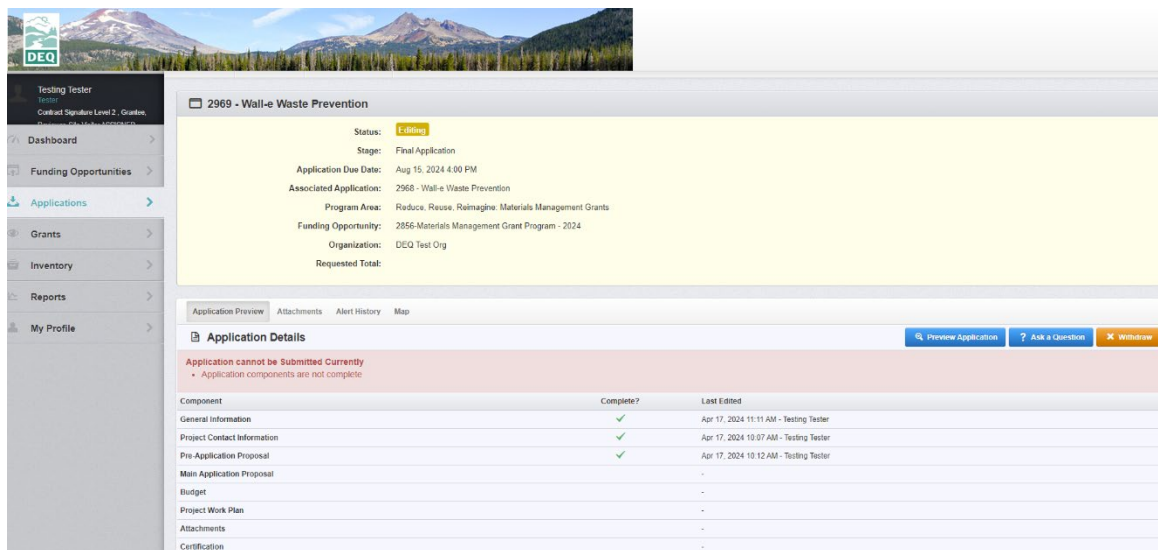
**Figure 2. Funding Opportunities**



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

The screenshot shows a form titled "Project Work Plan and Schedule" with a "Save Row" button in the top right. Below the title is a light blue instruction box: "Please identify all major activities required for project completion, in chronological order where possible, to the best of your ability for the entire grant term (up to, but not exceeding, 24-months). Please include dates for quarterly progress reports and the final report. Based on our predicted schedule, we imagine quarterly reports will be due in March, June, September, and December. The final report will coincide with the completion of your project. We understand that these dates are estimates. You may add additional rows as necessary." Below this is a "Note" in blue text: "It can take up to six months from funding announcement to grant agreement and funds are available. Please consider this timing when developing your timeline and anticipated start date. Only expenses incurred after the grant agreement is signed and incurred during the term of the agreement are eligible for grant funds, unless expressly agreed in the grant agreement. Please keep this task list concise." The form fields include: "Task Number\*" with a text input; "Describe the work that will be completed to accomplish the project goals." with a "Project Activities" label and an example "(Example: Solicit feedback from market vendors on switching to reusable service ware)"; "Person/Group Responsible for Completion" with an example "(Example: Program Staff; Oscar T. Grouch)"; and "Anticipated Time Frame" with an example "(Submit time frame in 'Month/Year - Month/Year' format. It is recommend to begin no earlier than February 2025.)". A "250 character(s) left" indicator is present below the Project Activities field. A "Save Row" button is located at the bottom right of the form.

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

The screenshot shows a form titled "Project Budget Summary" with a "Save Form" button in the top right. The form contains several labels for budget categories: "Personnel Costs Total:", "Professional Services Total:", "Services and Supplies Total:", "Equipment and Infrastructure Total:", "Total DEQ Grant Funds Requested:", "Total Additional Funding:", and "Total Project Cost:". A "Save Form" button is located at the bottom right of the form.

- 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**

- 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**

**Financial Records**

Attach copies of the following for the most recent three years, or all available if the organization is less than three years old.

**Income Statements:**

**IRS Form 990:**

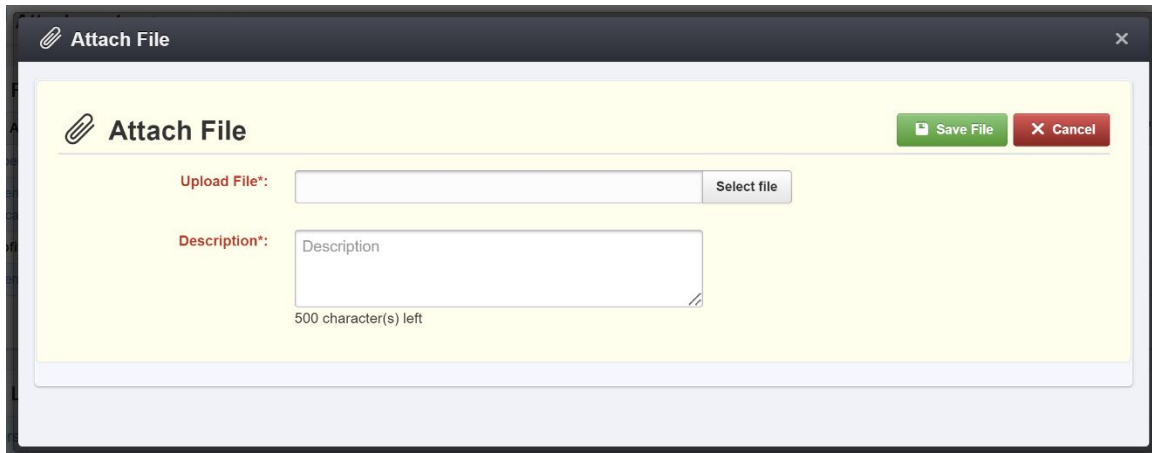
**Profit & Loss Statements:**

- 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**



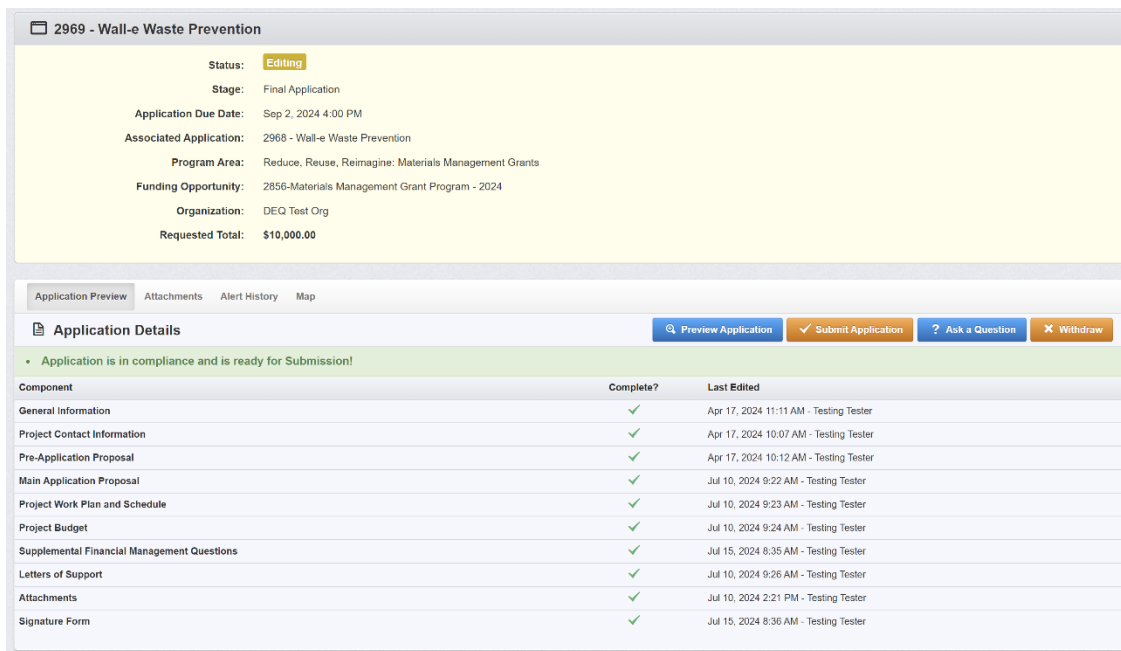
Figure 9. Attach File



## Submitting your completed application

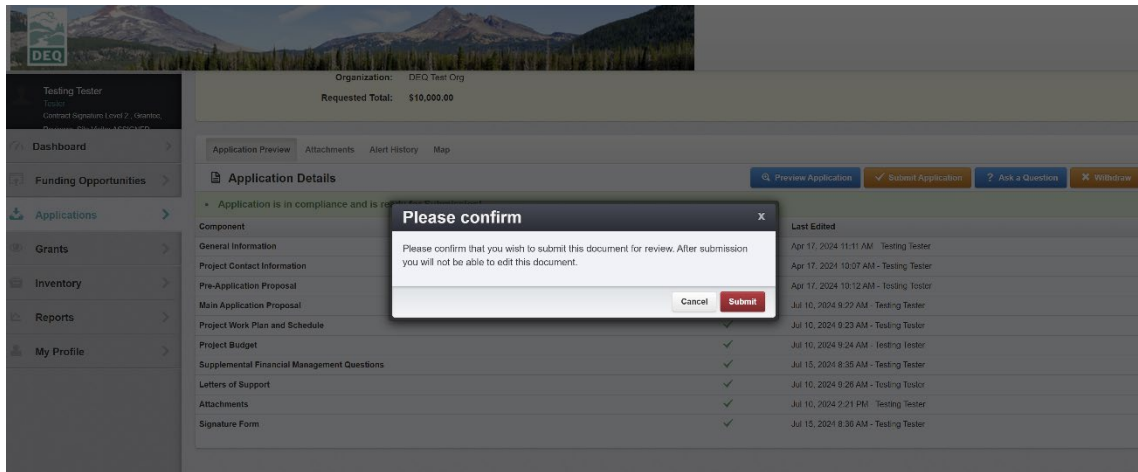
1. Click **Submit Application**. You will receive a pop-up confirmation informing you that once you click Submit the system will no longer let you edit the application.

Figure 10. Application details, ready for submission



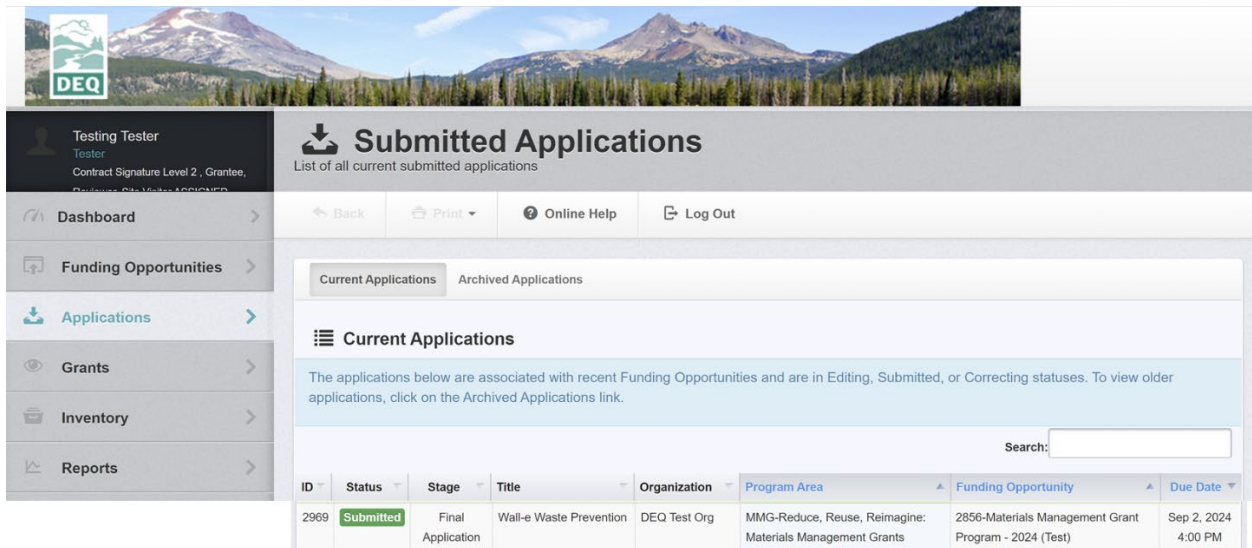
Component	Complete?	Last Edited
General Information	✓	Apr 17, 2024 11:11 AM - Testing Tester
Project Contact Information	✓	Apr 17, 2024 10:07 AM - Testing Tester
Pre-Application Proposal	✓	Apr 17, 2024 10:12 AM - Testing Tester
Main Application Proposal	✓	Jul 10, 2024 9:22 AM - Testing Tester
Project Work Plan and Schedule	✓	Jul 10, 2024 9:23 AM - Testing Tester
Project Budget	✓	Jul 10, 2024 9:24 AM - Testing Tester
Supplemental Financial Management Questions	✓	Jul 15, 2024 8:35 AM - Testing Tester
Letters of Support	✓	Jul 10, 2024 9:26 AM - Testing Tester
Attachments	✓	Jul 10, 2024 2:21 PM - Testing Tester
Signature Form	✓	Jul 15, 2024 8:36 AM - Testing Tester

Figure 11. Pop-up Confirmation

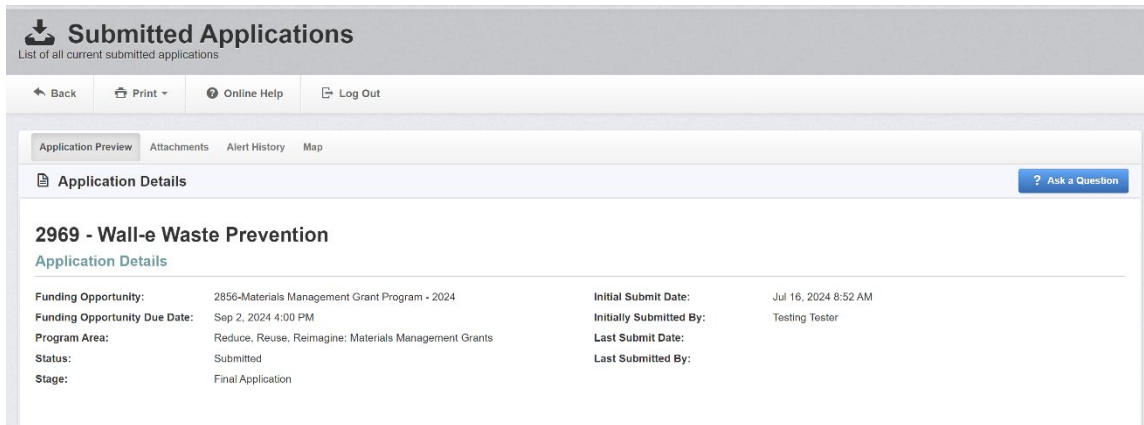


2. If ready, click **Submit**. The system will take you back to your Current Applications listing and will display your submitted application.

**Figure 12. Applications tab after Application has been Submitted**



**Figure 13. Viewing submitted application**

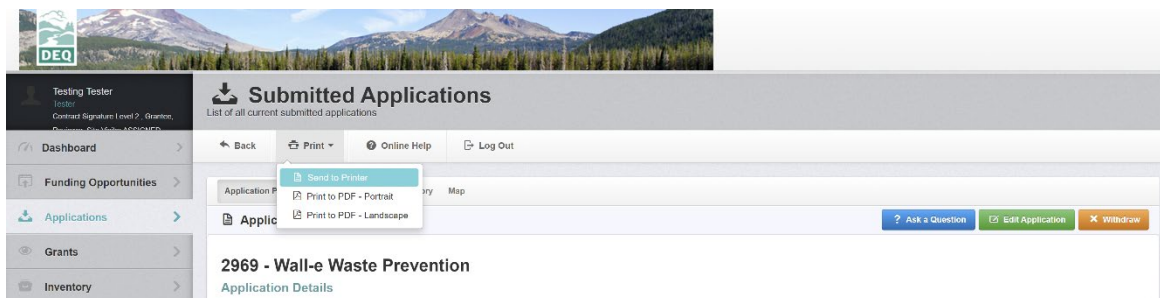


**Note:** The main application will be due on **Sept. 2, 2024, at 4 p.m. PT**. Applicants will be notified via email in December 2024 if they will be receiving funding.

## 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.