

CERTA: Food Waste Processing Infrastructure Grant

WebGrants Application Guidebook 2026

September 2026



Document information

This document was prepared by Oregon Department of Environmental Quality

Materials Management

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[Visit our website for additional information.](#)

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities.

Visit DEQ's [Civil Rights and Environmental Justice page](#).

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WebGrants Application Guidebook

Register for your [WebGrants](#) account starting Wednesday, Sept 30th. It will take one to two business days for your registration to be approved.

WebGrants 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. For help registering for your WebGrants account you can check out [our guidebook](#).

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 FoodWasteGrants@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, emails will go to an unchecked inbox. For any assistance only contact DEQ using the FoodWasteGrants@deq.oregon.gov email.

You can also check out the FAQ on the [Food Waste Processing Infrastructure](#) website for eligible activities and potential projects that may be supported.

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 FoodWasteGrants@deq.oregon.gov.

Login to WebGrants

1. [Access the DEQ Grants portal by clicking here.](#)
2. For help registering for your WebGrants account you can [check out our guidebook.](#)
3. On the **Login Page**, click on **User ID** on the left side of your page.
 - Enter your **User ID**
 - Enter your **Password**
 - Click **Sign In**

Figure 1. WebGrants log in/ registration page

Login

☐ Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)

Announcements

WELCOME TO THE NEW DEQ GRANTS WEBSITE!

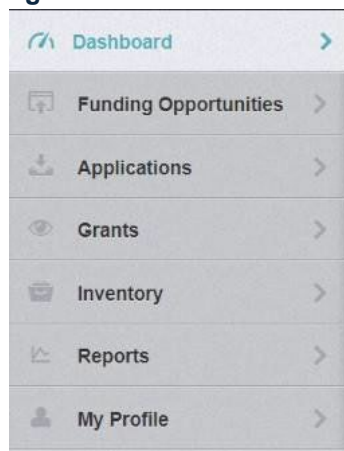
Use this link to return to the DEQ home page:
<https://www.oregon.gov/deq/Pages/index.aspx>

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WebGrants 7.4.3

Creating an application

1. From the side menu, click **Funding Opportunities**.

Figure 2. Side menu



2. Select the **Opportunity Title** for which you are applying. Read the Funding Opportunity Details to ensure eligibility requirements. Click **Start a New Application**.

Figure 3. Funding opportunities page

The screenshot shows the 'Funding Opportunities' page. At the top, there's a header with the DEQ logo and a mountain landscape. Below the header, a sidebar on the left contains navigation links: Dashboard, Funding Opportunities (active), Applications, Grants, Inventory, Reports, and My Profile. The main content area is titled 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. It includes links for Back, Print, Online Help, and Log Out. The primary section is 'Currently Posted Funding Opportunities', which contains a table of active opportunities. A note states: 'All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will'. The table has columns for ID, Status, Agency, Program Area, and Title. One entry is visible: ID 2856, Status 'Posted', Agency 'Department of Environmental Quality', Program Area 'Reduce, Reuse, Reimagine: Materials Management Grants', and Title 'Materials Management Grant Program - 2024'. A footer for the table indicates 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'.

ID	Status	Agency	Program Area	Title
2856	Posted	Department of Environmental Quality	Reduce, Reuse, Reimagine: Materials Management Grants	Materials Management Grant Program - 2024

Figure 4. Funding opportunity details

The screenshot displays the 'Funding Opportunity Details' page for ID 2856. The sidebar on the left is identical to Figure 3, with 'Funding Opportunities' active. The main content area is titled 'Funding Opportunity Details' and includes buttons for 'Ask a Question' and 'Start New Application'. The opportunity title is '2856 - Materials Management Grant Program - 2024'. Below the title, it says 'Funding Opportunity Details' and 'Reduce, Reuse, Reimagine: Materials Management Grants'. Key dates are listed: 'Pre Application Deadline: Jun 18, 2024 4:00 PM' and 'Final Application Deadline: Sep 2, 2024 4:00 PM'. A table provides additional details: Status (Test), Posted Date (May 14, 2021 10:56 AM), Award Amount Range (No Limit - \$125,000.00), Project Dates (-), and Award Announcement Date (12/31/2024). Contact information for the Program Officer, Haley Miller, is provided, including her phone number (503) 995-2698 x and email Haley.MILLER@deq.oregon.gov. A 'Description' section is at the bottom but is currently empty.

Status:	Test	Program Officer:	Haley Miller
Posted Date:	May 14, 2021 10:56 AM	Phone:	(503) 995-2698 x
Award Amount Range:	No Limit - \$125,000.00	Email:	Haley.MILLER@deq.oregon.gov
Project Dates:	-		
Award Announcement Date:	12/31/2024		

3. Complete Step 1 in the Application Creation Wizard, then click **Save Form Information**.

Figure 5. Application creation wizard

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Contacts*:

- Choose your **organization** from the drop-down in Step 2 of the Application Creation Wizard. Then click **Save Form Information**. If you would like to add any Additional Applicants from your Organization, you can add them in the next step of the Application Creation Wizard.

Figure 6. Step 2 of the application creation wizard

Application - General Information [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 2968

Program Area*: Reduce, Reuse, Reimagine: Materials Management Grants

Funding Opportunity*: 2856-Materials Management Grant Program - 2024

Application Stage*: Pre-Application

Application Status*: Editing

Application Title*:

Primary Contact*: Testing Tester

Organization*:

Additional Contacts*:

Note: The system creates and assigns the application number (#) after you click Save. **DO NOT CLICK ON START A NEW APPLICATION** if you log out of the system at this point or any future

point. You can click **Applications** from the side menu or click **Funding Opportunities** to see your application in the top section.

Completing an application

1. Once you have completed the General Information, you will be returned to the Application Details.

Figure 7. Application details

The screenshot displays the DEQ (Department of Environmental Quality) Applications page. The left sidebar contains a navigation menu with options: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, Reports, and My Profile. The main content area shows the details for application '2968 - Wall-e Waste Prevention'. The status is 'Editing'. The stage is 'Pre-Application'. The pre-application due date is 'Jun 21, 2024 4:00 PM'. The program area is 'Reduce, Reuse, Reimagine: Materials Management Grants'. The funding opportunity is '2856-Materials Management Grant Program - 2024'. The organization is 'DEQ Test Org'. The requested total is not specified. Below the application details, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. The 'Application Details' tab is active, showing a message: 'Application cannot be Submitted Currently' with a sub-message 'Application components are not complete'. Below this message is a table with three columns: Component, Complete?, and Last Edited.

Component	Complete?	Last Edited
General Information	✓	Apr 17, 2024 9:16 AM - Testing Tester
Project Contact Information	-	-
Pre-Application Proposal	-	-

Note: The Applications Details page will show a message in pink instructing you to complete all the forms or the application cannot be submitted.

2. The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the DEQ Grants System. Click on the next form listed underneath the **General Information** which you just completed.

Figure 8. Application components

The screenshot displays the DEQ WebGrants application interface. On the left is a sidebar menu with options: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, Reports, and My Profile. The main content area shows the application details for '2968 - Wall-e Waste Prevention'. The status is 'Editing'. The stage is 'Pre-Application'. The pre-application due date is 'Jun 21, 2024 4:00 PM'. The program area is 'Reduce, Reuse, Reimagine: Materials Management Grants'. The funding opportunity is '2856-Materials Management Grant Program - 2024'. The organization is 'DEQ Test Org'. The requested total is blank. Below this, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. The 'Application Details' tab is active, showing a message: 'Application cannot be Submitted Currently' with a sub-message 'Application components are not complete'. Below this is a table with columns 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Apr 17, 2024 9:16 AM - Testing Tester
Project Contact Information	-	-
Pre-Application Proposal	-	-

3. Continue by clicking on each form in the **Application Details** listing and complete the following instructions for each question.

Navigating 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 may time out due to inactivity.
- DEQ recommends starting your application in a 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 **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.**

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

Submitting 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 9. Application details, ready for submission

The screenshot shows the application details for '2968 - Wall-e Waste Prevention'. The status is 'Editing'. The stage is 'Pre-Application'. The pre-application due date is 'Jun 21, 2024 4:00 PM'. The program area is 'Reduce, Reuse, Reimagine: Materials Management Grants'. The funding opportunity is '2856-Materials Management Grant Program - 2024'. The organization is 'DEQ Test Org'. The requested total is not specified.

Application Preview Attachments Alert History Map

Application Details Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Apr 17, 2024 9:16 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

Figure 10. Pop-up confirmation

The screenshot shows the application details page for '2968 - Wall-e Waste Prevention' with a 'Please confirm' pop-up dialog. The dialog text reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' The dialog has 'Cancel' and 'Submit' buttons.

Application Preview Attachments Alert History Map

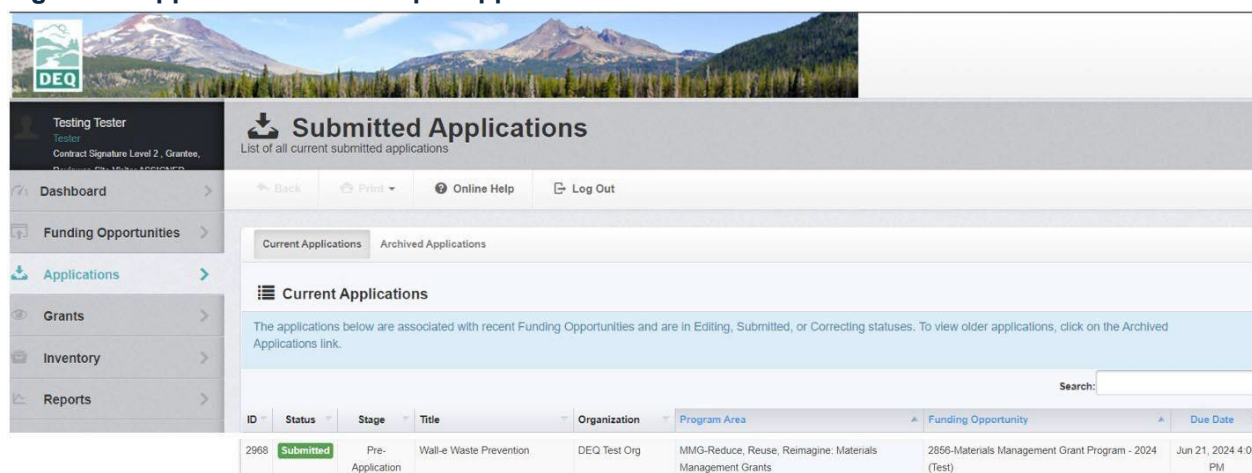
Application Details Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Apr 17, 2024 9:16 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

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

Figure 11. Applications tab after pre-application has been submitted



Submitted Applications
List of all current submitted applications

Testing Tester
Tester
Contract Signature Level 2, Grantee,
Business ID: 1534-00000000

Dashboard > Funding Opportunities > Applications > Grants > Inventory > Reports >

Back Print Online Help Log Out

Current Applications Archived Applications

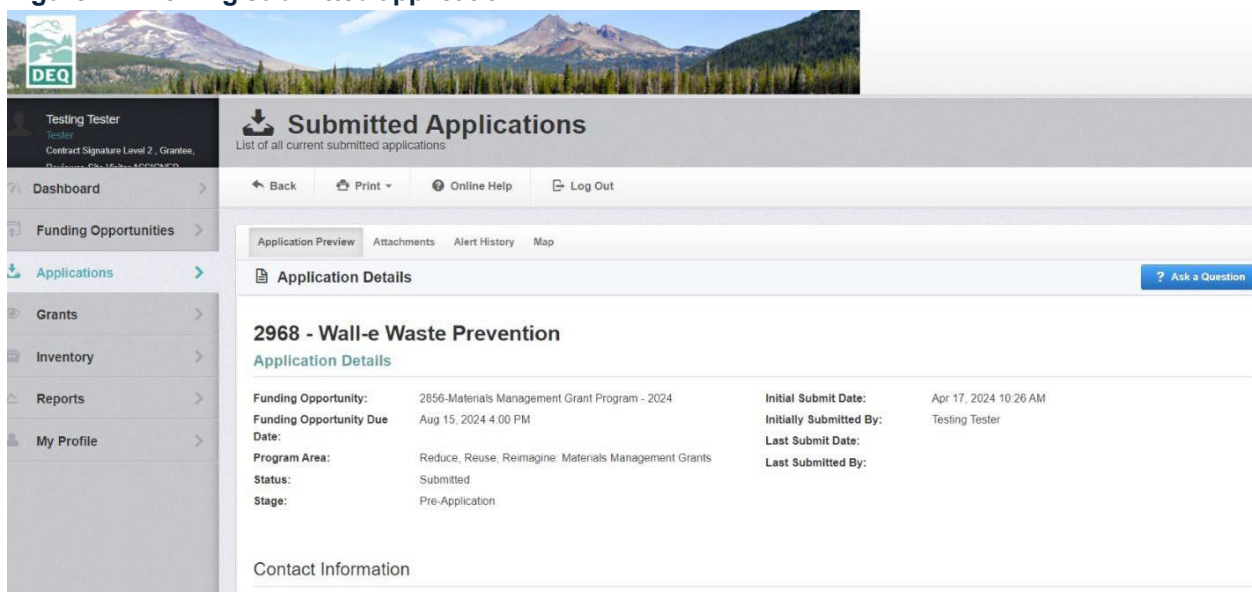
Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
2968	Submitted	Pre-Application	Wall-e Waste Prevention	DEQ Test Org	MMG-Reduce, Reuse, Reimagine: Materials Management Grants	2856-Materials Management Grant Program - 2024 (Test)	Jun 21, 2024 4:00 PM

Figure 12. Viewing submitted application



Submitted Applications
List of all current submitted applications

Testing Tester
Tester
Contract Signature Level 2, Grantee,
Business ID: 1534-00000000

Dashboard > Funding Opportunities > Applications > Grants > Inventory > Reports > My Profile >

Back Print Online Help Log Out

Application Preview Attachments Alert History Map

Application Details [? Ask a Question](#)

2968 - Wall-e Waste Prevention
Application Details

Funding Opportunity:	2856-Materials Management Grant Program - 2024	Initial Submit Date:	Apr 17, 2024 10:26 AM
Funding Opportunity Due Date:	Aug 15, 2024 4:00 PM	Initially Submitted By:	Testing Tester
Program Area:	Reduce, Reuse, Reimagine: Materials Management Grants	Last Submit Date:	
Status:	Submitted	Last Submitted By:	
Stage:	Pre-Application		

Contact Information

Printing your submitted application

1. Click on your application in **Submitted** status.
2. Click **Print** on your top menu and select **Send to Printer**.
3. When finished, click **Log Out**.

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