State of Oregon
Department of Environmental Quality

CERTA: Food Waste Processing Infrastructure Grant

WebGrants Application Guidebook 2026

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Document information

This document was prepared by Oregon Department of Environmental Quality

Materials Management

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Visit our website for additional information.

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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 DEQFoodWasteGrants@guidehouse.com.

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 theDEQFoodWasteGrants@guidehouse.com 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.

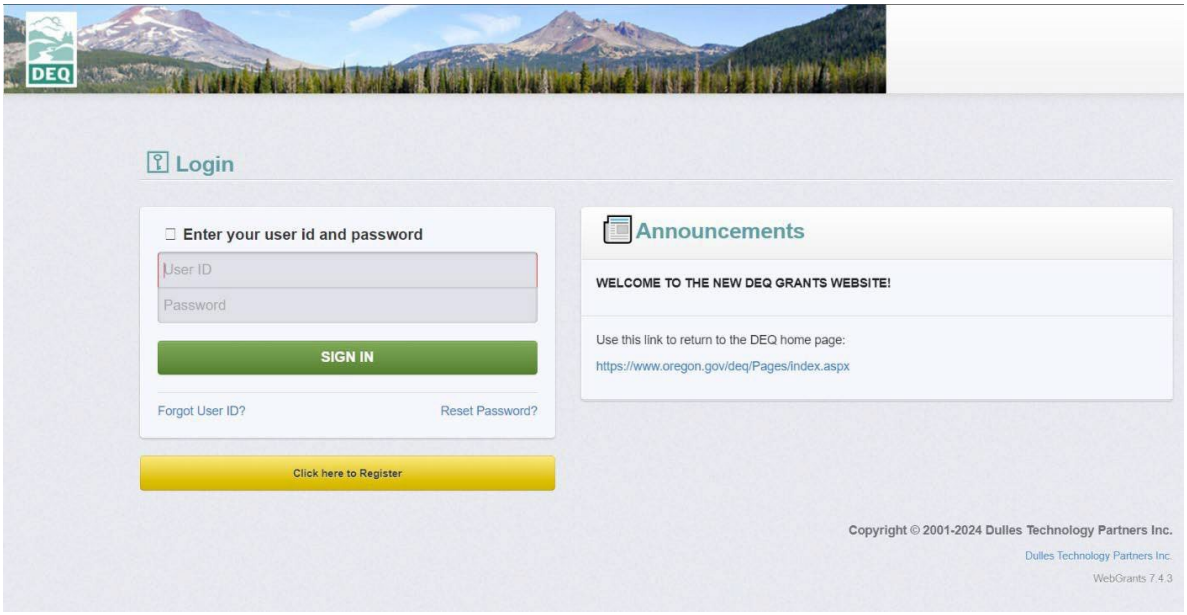
Accessibility Notes:

- 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 DEQFoodWasteGrants@guidehouse.com.

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**

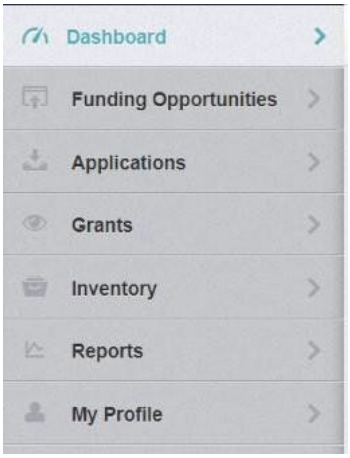
Figure 1. WebGrants log in/ registration page



Creating an application

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

Figure 2. Side menu



Select the **Opportunity Title** for which you are applying.

NOTE: The options for this funding opportunity will be "**Food Waste Infrastructure Program (FWIP) Notice of Funding Opportunity"** (choose from the Small or Large Grant Opportunity). Read the Funding Opportunity Details to ensure eligibility requirements. Click **Start a New Application**.

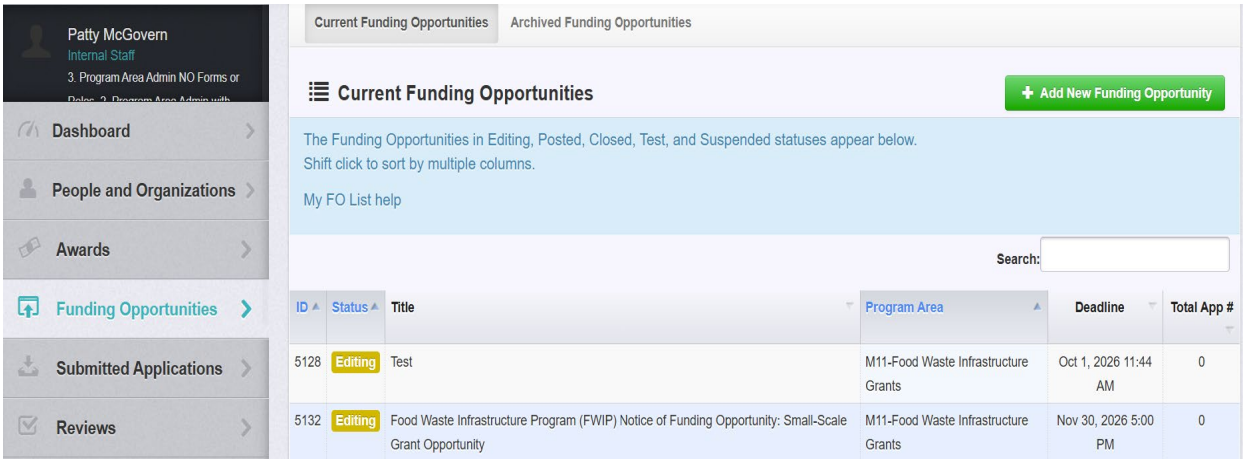
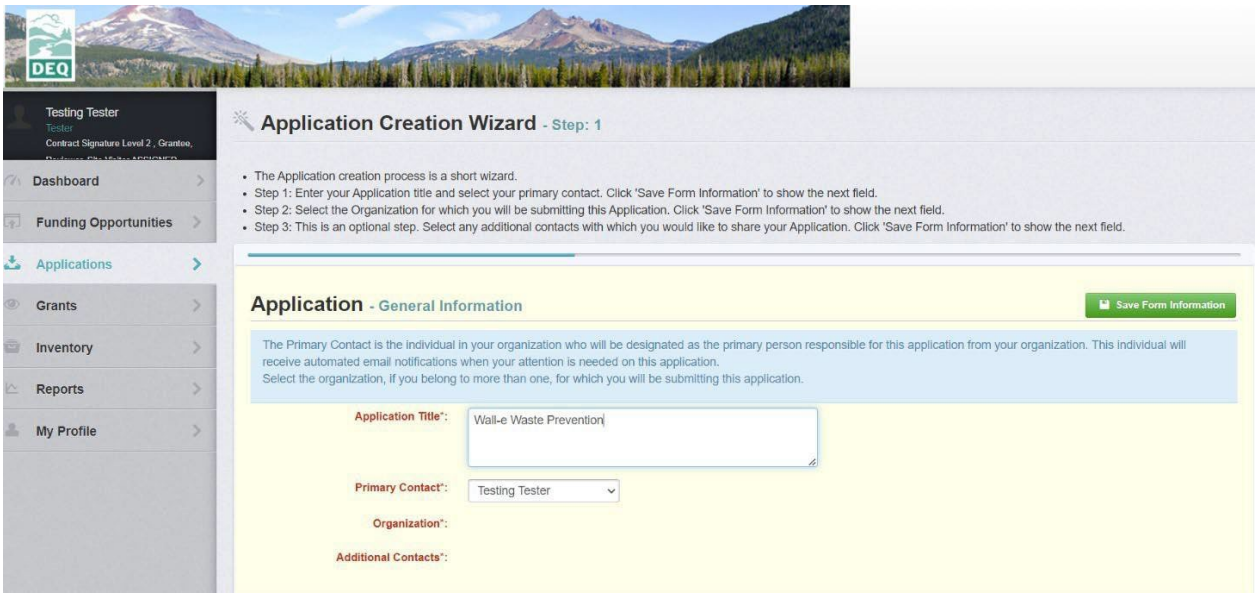


Figure 3. Funding opportunities page

Figure 4. Funding opportunity details

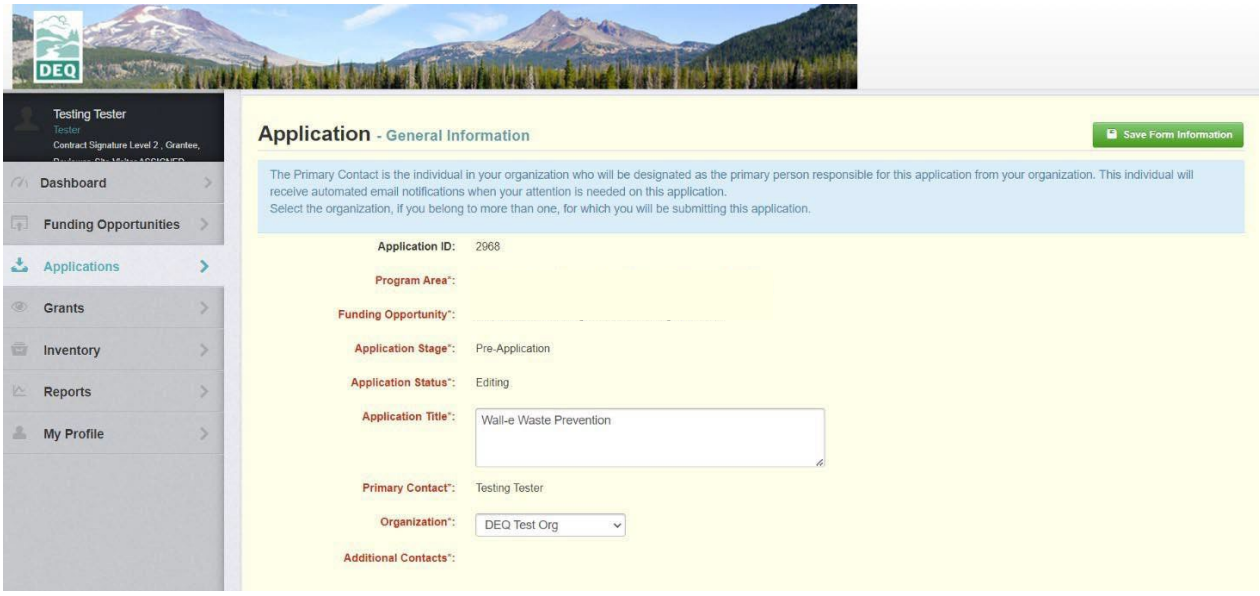
2. Complete Step 1 in the Application Creation Wizard, then click **Save Form Information**.

Figure 5. Application creation wizard



3. 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



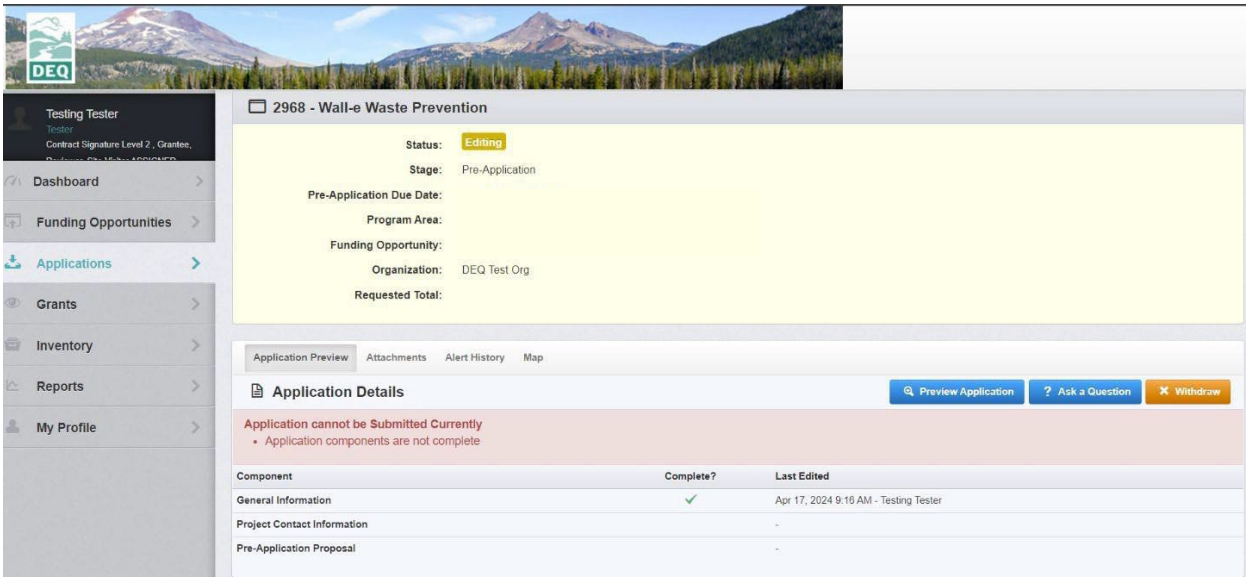
Note: The system creates and assigns the application number (#) after you click Save. **DO NOT CLICK ON START A NEW APPLICATION** if you log out of the system at this point or any future

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.

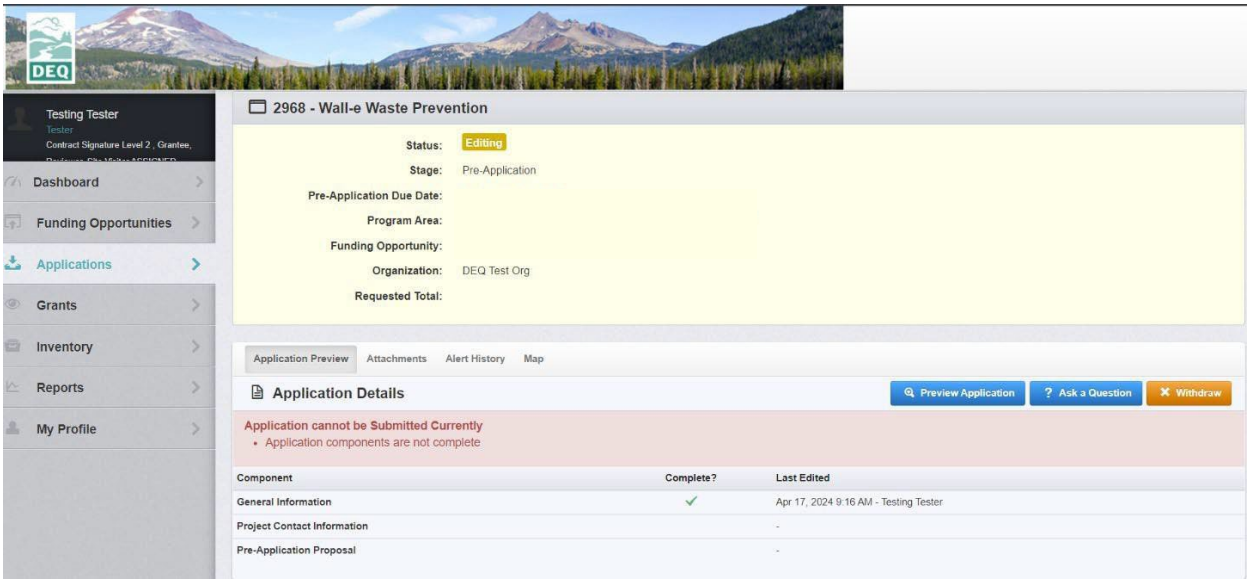
Figure 7. Application details



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



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

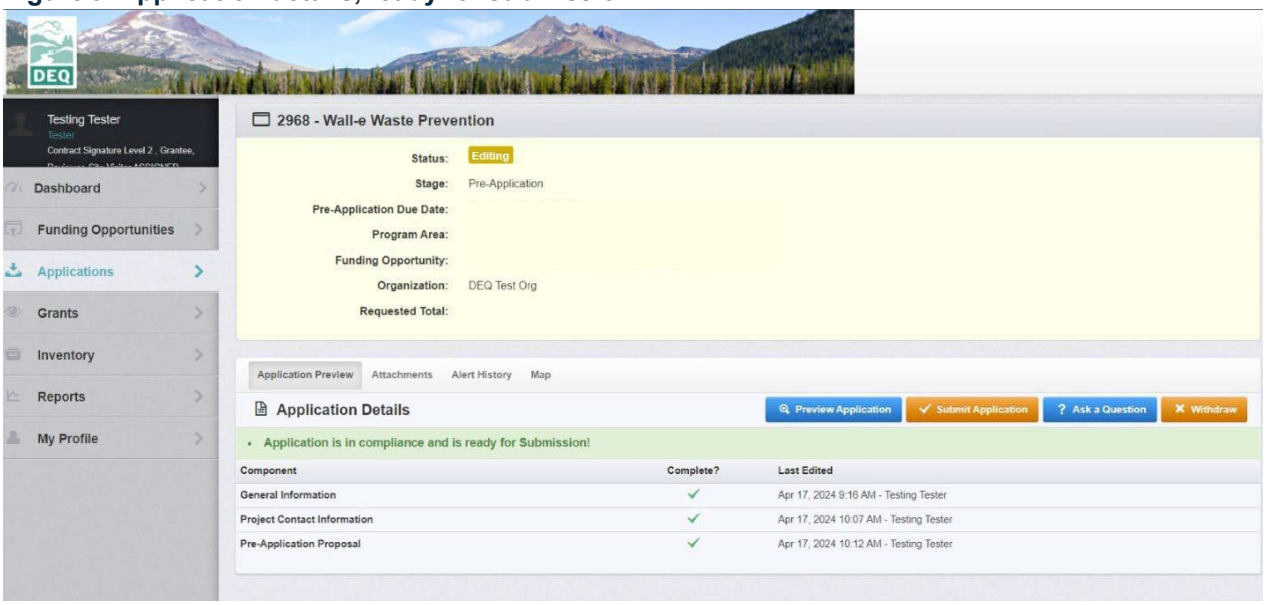
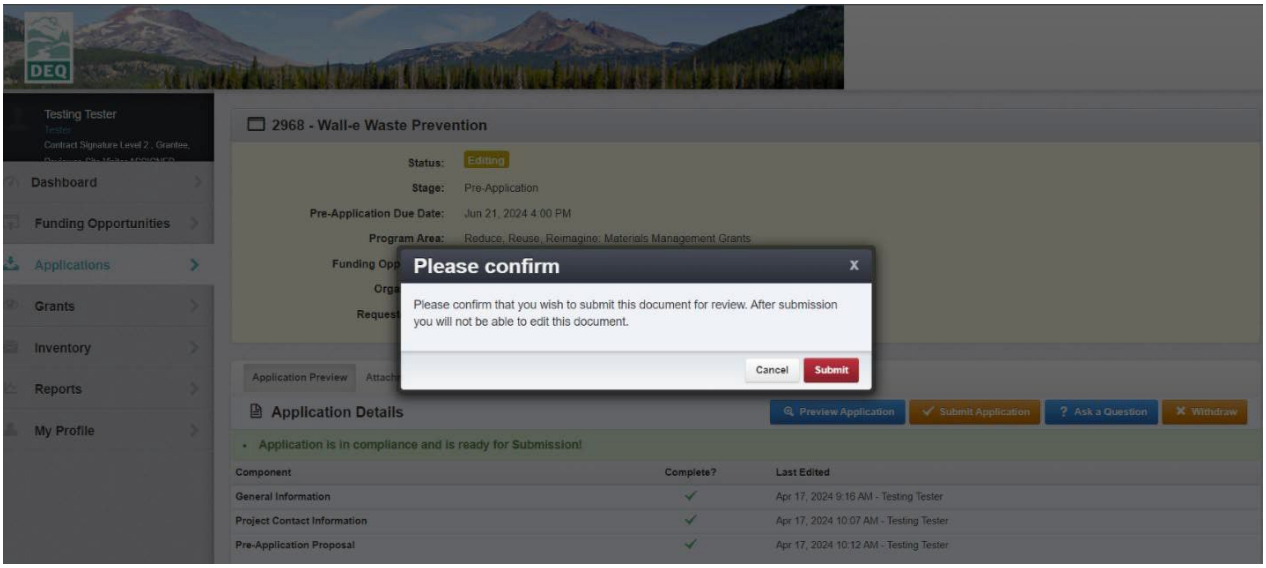


Figure 10. Pop-up confirmation



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

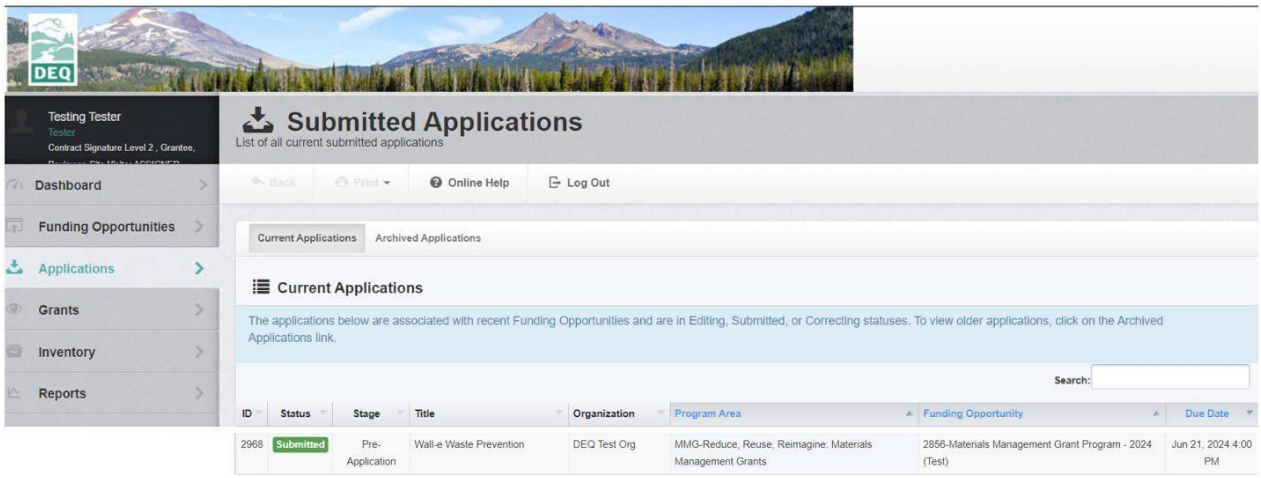
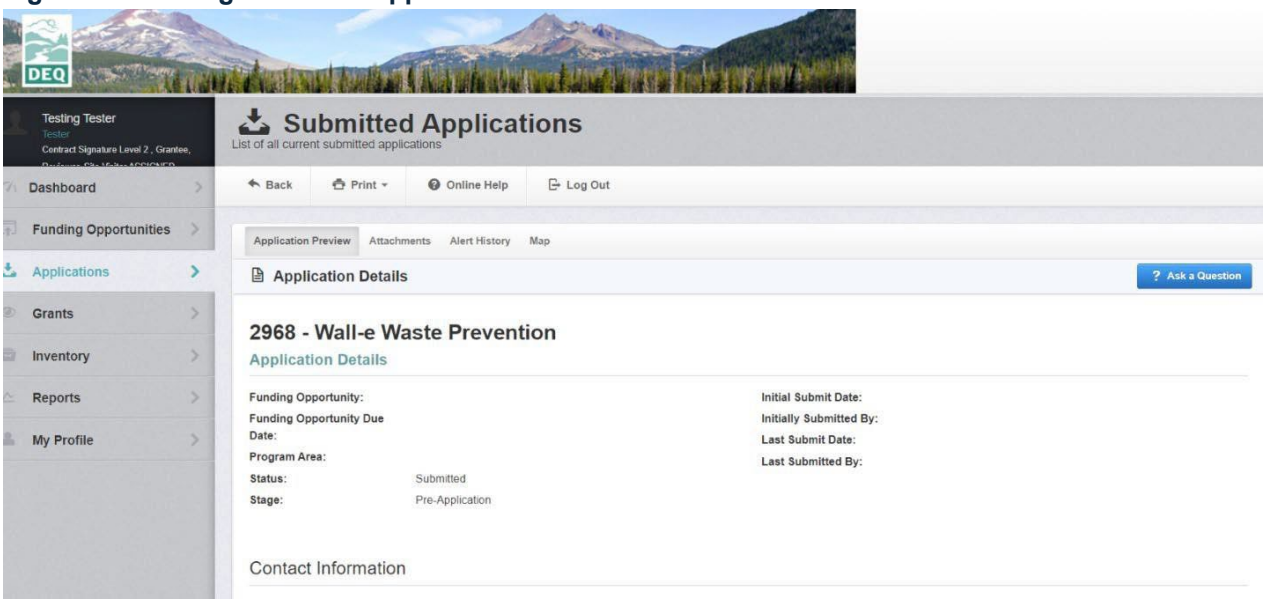


Figure 12. Viewing submitted application



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.