

Reduce, Reuse, Reimagine: Materials Management Grants

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.](#)

Non-discrimination statement

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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 by **Thursday, April 23, 2026 at 4 p.m.** (one week before applications close). 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 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, emails will go to an unchecked inbox. For any assistance only contact DEQ using the RRRgrants@deq.oregon.gov email.

You can also check out the Examples of Built for Well-Being activities and projects document on the [Materials Management Grants Program webpage](#) for eligible activities and potential projects 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.

Pre-application

The pre-application will be due on **Thursday, April 30, 2026 at 4 p.m.** Once you have submitted your application no further action will be required. A panel of DEQ reviewers will evaluate all completed applications and will notify applicants of their invitation to the next round on **Monday, June 22, 2026**.

Note: In the pre-application, we have a **minimum award amount of \$25,000**, the form on WebGrants does not show this but DEQ will not fund projects that request an amount lower than that minimum.

Application support

Webinars

This webinar will introduce the 2026 funding area, with an overview of the Six Chemical Classes of concern: PFAS, antimicrobials, flame retardants, bisphenols & phthalates, certain solvents,

and certain heavy metals. The session will also share project examples and eligibility details. Following the presentation, participants will have time to connect with DEQ staff to explore whether their project ideas align with the 2026 grant priorities.

- Tuesday, March 3, 2026 – **11 a.m. - 12 p.m.** – [Register via Zoom](#)
- Thursday, March 19, 2026 – **1 p.m. - 2 p.m.** – [Register via Zoom](#)

Info sessions

DEQ will host information sessions to provide guidance to those who may be interested in applying. Registration is required. Information sessions will begin with a brief presentation about the program, including: the annual funding area, the application platform, and application process. There will be time for questions following the presentation. All sessions will take place over Zoom and will be recorded. The recordings will be posted to the DEQ website within a week. If you do not have stable internet access, require translation services, or have other needs or access barriers, please contact RRRGrants@deq.oregon.gov at least five days in advance and we will provide assistance.

- Thursday, March 10, 2026 – **1 p.m. - 2 p.m.** – [Register via Zoom](#)
- Saturday, March 21, 2026 – **9 a.m. - 10 a.m.** – [Register via Zoom](#)
- Wednesday, March 25, 2026 – **6 p.m. - 7 p.m.** – [Register via Zoom](#)
- Monday, March 31, 2026 – **3 p.m. - 4 p.m.** – [Register via Zoom](#)

Office hours

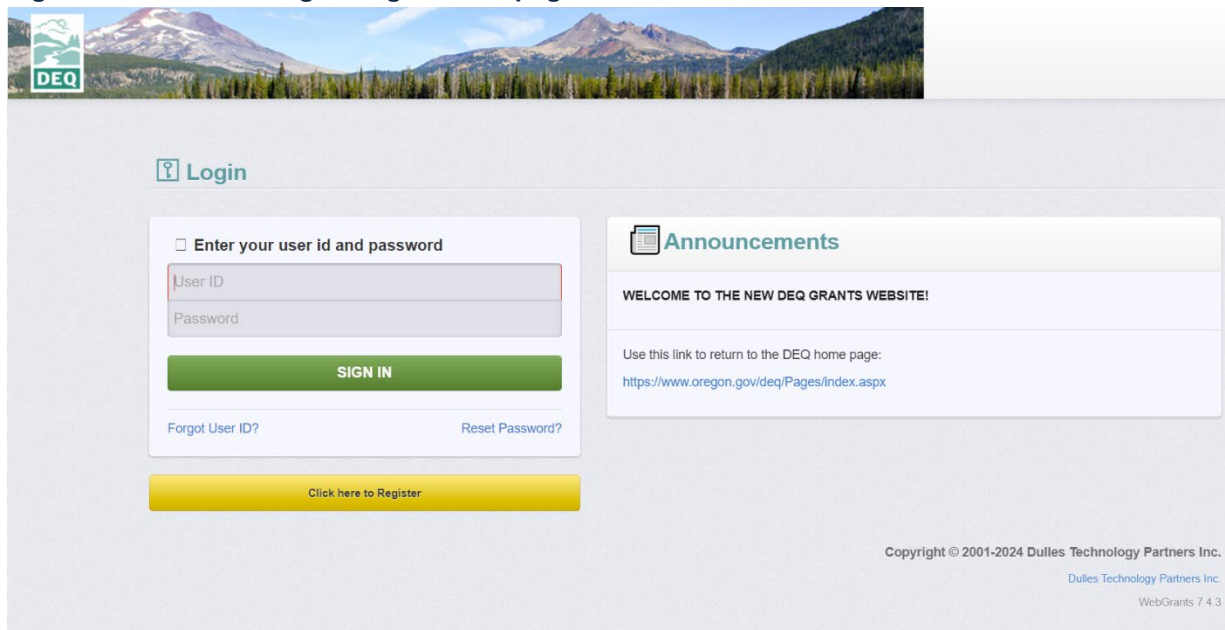
DEQ will be hosting open office hours the week before the pre-application is due. This is an opportunity for interested applicants to drop-in and ask questions related to their project or application. There will be no formal presentation. These office hours will not be recorded, but questions will be collected and shared on the DEQ website. As a reminder, the pre-application is due on **April 30, 2026**.

- Monday, April 20, 2026 – **3 p.m. - 4 p.m.** – [Register via Zoom](#)
- Tuesday, April 21, 2026 – **3 p.m. - 4 p.m.** – [Register via Zoom](#)
- Wednesday, April 22, 2026 – **3 p.m. - 4 p.m.** – [Register via Zoom](#)
- Thursday, April 23, 2026 – **3 p.m. - 4 p.m.** – [Register via Zoom](#)
- Friday, April 24, 2026 – **3 p.m. - 4 p.m.** – [Register via Zoom](#)

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

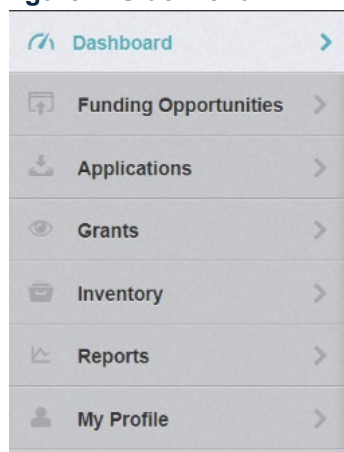


The image shows the WebGrants login and registration page. At the top, there is a banner image of a mountain range with a small DEQ logo on the left. Below the banner, the page is divided into two main sections. On the left, there is a 'Login' section with a 'Login' icon and text. It includes a checkbox for 'Enter your user id and password', input fields for 'User ID' and 'Password', a green 'SIGN IN' button, and links for 'Forgot User ID?' and 'Reset Password?'. Below this is a yellow button that says 'Click here to Register'. On the right, there is an 'Announcements' section with a document icon and the title 'Announcements'. It contains a welcome message: 'WELCOME TO THE NEW DEQ GRANTS WEBSITE!' and a link to return to the DEQ home page: 'https://www.oregon.gov/deq/Pages/Index.aspx'. At the bottom right, there is a copyright notice: 'Copyright © 2001-2024 Dulles Technology Partners Inc. Dulles Technology Partners Inc. 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. Below this, a section titled 'Currently Posted Funding Opportunities' contains a table of opportunities. 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 note at the bottom of 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 shows the 'Funding Opportunity Details' page for ID 2856. The header includes the DEQ logo and a mountain landscape. The sidebar on the left is the same as in Figure 3. The main content area is titled 'Funding Opportunity Details' and includes links for 'Ask a Question' and 'Start New Application'. Below the title, the details for '2856 - Materials Management Grant Program - 2024' are displayed. The details include the program name 'Reduce, Reuse, Reimagine: Materials Management Grants', the pre-application deadline 'Jun 18, 2024 4:00 PM', and the final application deadline 'Sep 2, 2024 4:00 PM'. A table lists key dates and information: Status (Test), Posted Date (May 14, 2021 10:56 AM), Award Amount Range (No Limit - \$125,000.00), Project Dates (-), Award Announcement Date (12/31/2024), Program Officer (Haley Miller), Phone ((503) 995-2696 x), and Email (Haley.MILLER@deq.oregon.gov). A section for the description is also visible at the bottom.

Field	Value
Status	Test
Posted Date	May 14, 2021 10:56 AM
Award Amount Range	No Limit - \$125,000.00
Project Dates	-
Award Announcement Date	12/31/2024
Program Officer	Haley Miller
Phone	(503) 995-2696 x
Email	Haley.MILLER@deq.oregon.gov

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*:

4. 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 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. Below the application details, there is a section titled 'Application Details' with a pink message stating 'Application cannot be Submitted Currently' and 'Application components are not complete'. A table below this message shows the completion status of various components.

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'. Below this, a table lists application details: Pre-Application Due Date (Jun 21, 2024 4:00 PM), Program Area (Reduce, Reuse, Reimagine: Materials Management Grants), Funding Opportunity (2856-Materials Management Grant Program - 2024), Organization (DEQ Test Org), and Requested Total. Below the details is a tabbed interface with 'Application Preview' selected. The 'Application Details' section shows a red error message: 'Application cannot be Submitted Currently' with the sub-message 'Application components are not complete'. Below this 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	-	-

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 page 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.

Application Preview Attachments Alert History Map

Application Details

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

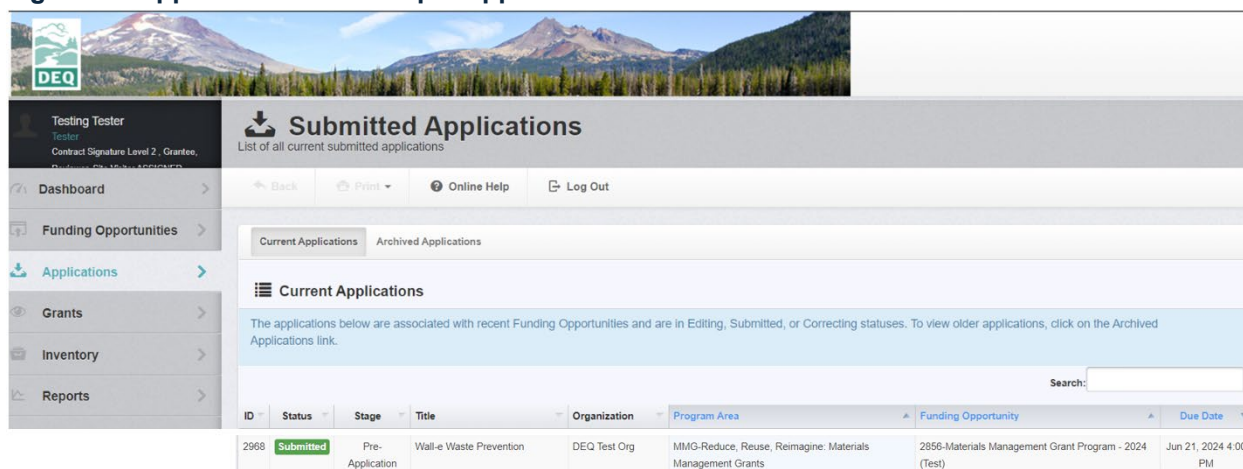
Application Details

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.

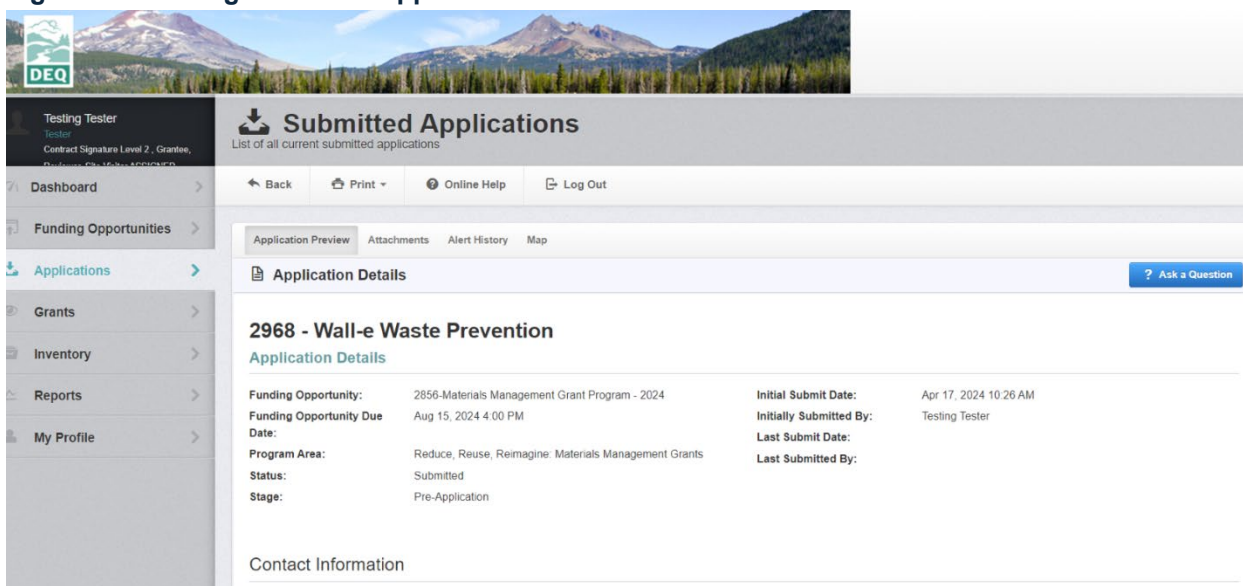
Figure 11. Applications tab after pre-application has been submitted



The screenshot shows the DEQ web application interface. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications (highlighted), Grants, Inventory, and Reports. The main content area is titled "Submitted Applications" with a subtitle "List of all current submitted applications". Below this, there are tabs for "Current Applications" and "Archived Applications". The "Current Applications" tab is active, showing a list of applications. A search bar is located above the table. The table has columns: ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date. One application is listed with ID 2968, Status Submitted, Stage Pre-Application, Title Wall-e Waste Prevention, Organization DEQ Test Org, Program Area MMG-Reduce, Reuse, Reimagine: Materials Management Grants, Funding Opportunity 2856-Materials Management Grant Program - 2024 (Test), and Due Date Jun 21, 2024 4:00 PM.

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



The screenshot shows the DEQ web application interface with the "Submitted Applications" page. The left sidebar is the same as in Figure 11. The main content area is titled "Submitted Applications" with a subtitle "List of all current submitted applications". Below this, there are tabs for "Application Preview", "Attachments", "Alert History", and "Map". The "Application Preview" tab is active, showing the details of application 2968. The details are organized into sections: "Application Details" (with a link to "Application Details"), "Funding Opportunity", "Funding Opportunity Due Date", "Program Area", "Status", "Stage", "Initial Submit Date", "Initially Submitted By", "Last Submit Date", and "Last Submitted By". The details for application 2968 are: Funding Opportunity: 2856-Materials Management Grant Program - 2024, Funding Opportunity Due Date: Aug 15, 2024 4:00 PM, Program Area: Reduce, Reuse, Reimagine: Materials Management Grants, Status: Submitted, Stage: Pre-Application, Initial Submit Date: Apr 17, 2024 10:26 AM, Initially Submitted By: Testing Tester, Last Submit Date: Apr 17, 2024 10:26 AM, and Last Submitted By: Testing Tester. There is also a "Contact Information" section at the bottom.

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

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.