

How to Create a New Application

Before creating a new application, you must register and authorize your account. Please refer to the [How to Register for an Account](#) section for instructions.

NOTE: Maximize the OnBase window to ensure you can see all of your options.



1. Once signed in to the application program, click on the + next to **DEQ Waste Grant Applications**. This will show a drop down menu
2. Select **Create Grant Application** from the options underneath DEQ – Waste Grant Application
3. Click on the Create Grant Application Button



NOTE: There are more instructions on how to apply for your Grant at the bottom of the following screen

How to Apply for your Grant Application

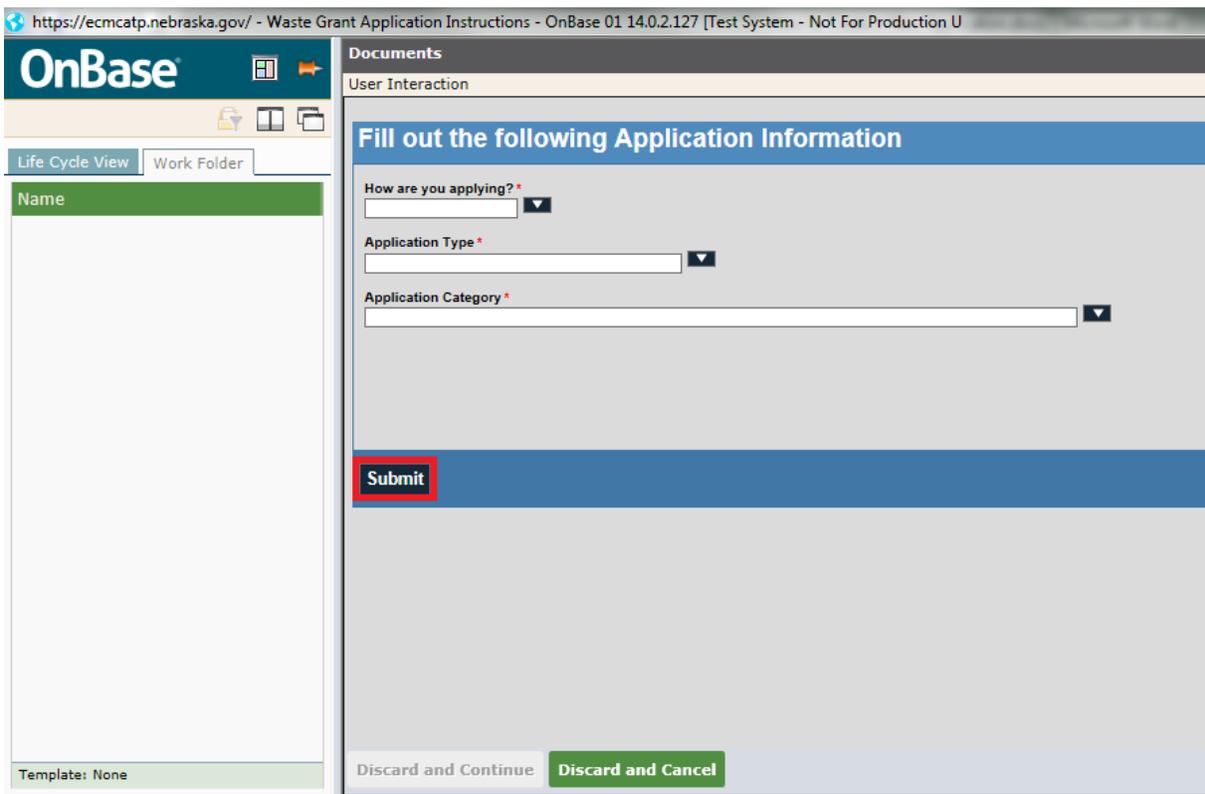
1. Use the button called "Create Grant Application" to start your Waste Grant Application.
2. After starting your Grant Application process you will be asked: Are you applying for the first year, or only year, of a Grant Application? Select **"Yes"** and then select **"Yes"** again to confirm that you are sure you would like to complete a new Grant Application.
3. When creating your application, please make sure to fill out all fields on every tab.
4. When you have completed all of the required fields, you can click on the save button. If a required field has not been completed, a warning message will appear and the required field will have a red border/shading. When you click on the save button, the application will move into your "My Applications" queue. If you are applying within 30 days after the deadline date for applications, it will appear in your "My Applications for Next Year" queue.

****After saving your application, you will need to select the "Life Cycles" tab in the upper-left corner of your screen to navigate to your "My Applications" and "My Applications for Next Year" queues.****

4. The tab **Work Folder** should open on the left hand side and the following screen will appear:



5. Answer the questions on the screens that follow
6. You will then be asked to start filling out Application Information
7. When you have answered the questions on the first screen, click **Submit**:



8. Then you will fill out the requested information under the **General** tab
 - a. Finish any remaining questions under **Grant Information**
 - b. Fill out the fields for **Applicant** and **Contact** under **Applicant Information**

NOTE: Contact will be the first point for communication from NDEQ.

NOTE: Title field examples: Mr., Mrs., Ms., Dr., etc.

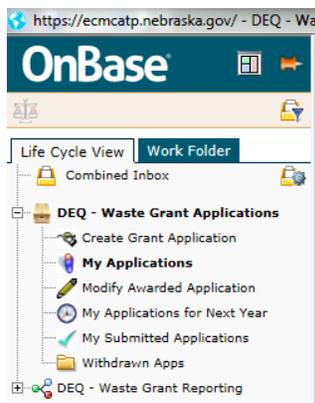
The screenshot shows the OnBase web interface for a 'Waste and Litter Grant Application'. The form is titled 'Waste and Litter Grant Application' and has tabs for 'General', 'Funding', and 'Narratives'. The 'Grant Information' section includes fields for 'How are you applying?' (set to ORGANIZATION), 'Award Year', 'Are you registered to conduct business in the State of NE?', 'Application Type' (set to Waste Reduction & Recycling Incentive), 'Application Category' (set to SCRAP TIRE EQUIPMENT GRANTS), and 'Project Type'. The 'Applicant Information' section is split into two columns: 'Applicant' and 'Contact'. The 'Applicant' column has fields for Organization Name, Mailing Address, Federal ID Number, City, County, State, and Zip. The 'Title' field is highlighted with a red box. The 'Contact' column has fields for Title, Address, First Name, City, Middle Initial, State, Zip, Last Name, Position, Telephone, Cell Phone, and Email. At the bottom of the form, there are buttons for 'Discard and Continue' and 'Discard and Cancel'.

9. Once all of the required fields are filled out, click the **Save** button at the bottom of the screen to save and to finish creating the application

Please fill out each tab on the application before saving.
Save
Note: The Save button does not submit the application.

NOTE: The application will not be created until you click **Save**. You will not be able to **Save** until you have filled out all of the Required Fields that are marked with a red asterisk.

10. After saving the application it will be moved to **My Applications** under the **Life Cycle View** tab



11. After your application is created, please refer to the next section “**How to Fill Out an Application**”