



County of Humboldt Headwaters Competitive Grant Notice of Funding Availability (NOFA)



Purpose

The Headwaters Competitive Grant Fund supports projects that benefit Humboldt County's competitive economic advantage. The Humboldt County Comprehensive Economic Development Strategy (CEDS) outlines nine industry clusters that are targeted for their growth potential. Preference is given to projects that maintain and increase the number of sustainable jobs paying near or above the median income, enhance the quality of life, and promote healthy communities while protecting the natural environment. If you have a great idea that could promote business growth or job creation in Humboldt County, consider applying for a grant award through the County of Humboldt Headwaters Competitive Grant Fund.

Program Year

Fiscal Year 2025-26

Application Deadline

Applications are due April 15th, 2025 at 11:59pm. Late or incomplete applications will not be accepted.

Applications will be available online at <https://www.gohumco.com/160/Grant-Fund> at 10am PST on, March 1, 2025. Hard copies are available upon request by contacting the Headwaters Fund at (707) 445-7745. Details of the application process are below in the Application Process section.

Governance

The Headwaters Competitive Grant Program is governed by the the Headwater's Fund Charter, Grant Fund Manual and other applicable local and state laws and regulations. Please refer to the Headwaters Grant Fund Manual for criteria and regulations.

[Headwaters Fund Charter](#)
[Headwaters Fund Manual](#)

Estimated Program Funding

\$200,000. The County of Humboldt Office of Economic Development is administering the Headwaters Competitive Grant through the Headwaters Grant Fund. The total allocation for this round of grants is \$200,000. The maximum project size will be \$100,000, although exceptions



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may be made for unique projects with exceptional impacts in the Funding Focus area. Grant funds will be used to provide funding to those applicants meeting eligibility criteria, as defined in the Headwaters Fund Grant Manual.

Organizational Eligibility

As defined by the Headwaters Grant Manual, to be eligible for funding, applicants must meet all the following criteria:

- a. Non-profit organizations, including, without limitation, 501c organizations as well as California registered unincorporated nonprofit associations, non-profit public benefit corporation and mutual benefit corporations. The Project Selection Criteria document (created by Headwaters Fund Board) outlines specific eligibility criteria.
- b. Government jurisdictions located in Humboldt County are eligible for Grant Fund grants.
- c. The following are ineligible to apply for funding: political lobbying groups (including all 527 organizations), individuals, and businesses.

Cost Eligibility and Funding Match

Eligible Costs:

- a. Projects must benefit Humboldt County.
- b. All costs are eligible, except the following:
 - i. Debt or recovery of expenses already incurred.
 - ii. Supplanting of government funds (costs formerly covered by government may be included only if the government funding is no longer available).
 - iii. Purchases of capital equipment or property that will be or become privately owned; however, small incentives, promotional items, and equipment purchases under \$1,000 for businesses and individuals are eligible.
 - iv. Lobbying activities including, without limitations, carrying on political propaganda or otherwise attempting to influence legislation; influencing the outcome of any specific public election; carrying on, directly or indirectly, any voter registration drive.
 - v. Causing any private inurement or improper benefit to occur.
 - vi. Terrorist activity.

Matching Funds:

- a. Competitive Awards require matching funds from non-HWF sources. Implementation grants will be for 50% or less of total project costs. Planning grants will be for 75% or less of total project costs.
- b. Documentation of other outside project funding is required and may take the form of:



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- i. A copy of grant award letter/contract from other funder(s) showing award amount, costs covered, budget, project description, and other information.
- ii. A copy of organization's approved budget documenting dedicated project funds.
- iii. If matching funds are not in-hand, and HWF support will be used to garner outside funding, then applicant must provide a detailed fundraising/grant writing plan, including a listing of potential funding sources, progress to date for each source, competitive position for each source, timeline, and commitments made. A letter committing HWF Grant Fund Manual Revised November 5, 2019 6 funds, contingent upon receiving other funding, will be provided by the HFB. However funds will not be distributed prior to submission of proof of receipt of matching funds.
- c. Grantees shall maintain records of all project costs that are claimed by the grantee as being covered by HWF and other funder(s). Such records are subject to audit (Section 21: Grant Closing Section).
- d. If, following receipt of an award, a grantee determines that funding from other source(s) can no longer be used, HWF funding may be reduced, suspended or terminated; the grantee must contact HWF staff immediately. Any HWF-approved adjustments to cash match commitments are made based on the grantee's rationale behind the requested adjustment and on a case-by-case basis.

Application Process

Apply online (Required): If possible, please apply via the online application form. Applications should be submitted electronically. Applications are to be submitted electronically via the online application form found at: [add link](#). Electronic attachment formats accept are: PDF, JPEG, or PNG. (documents submitted in different formats may result in an incomplete application determination)

Only complete applications, including all required attachments, submitted before 11:59pm, Sunday, March 15, 2025 will be considered.

Applications may be subject to public disclosure pursuant to the California Public Records Act.

Award Selection

All applications and supporting documents will be reviewed in alignment with the Headwaters Fund Grant Manual, please refer to this document for more detail.

Application review begins with Humboldt County Economic Development staff, who verify that applications meet initial eligibility criteria. Eligible applications are then forwarded to the



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Headwaters Fund Board for individual member ranking. Once rankings are complete, the applications return to a Headwaters Fund Board meeting for selection of a recommended funding slate. The recommended slate is then forwarded to the Humboldt County Board of Supervisors for final approval and award.

Some projects may receive a lower amount than was requested, based on availability of funds. A typical approval process can take 90 or more days from the time of application. Upon approval the applicant will receive a notice of award, contract, fund request form, and W9 form.

Submission of an application in no way obligates the County of Humboldt to award a grant and the County of Humboldt reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.

For More Information

For further information, updates, and application forms for the County of Humboldt Local Equity Grant or the other programs of the Headwaters Fund, please visit our website at <https://www.gohumco.com/157/Headwaters-Fund>. With specific questions about applications contact Headwaters via email at Headwaters@co.humboldt.ca.us, or call (707) 445-7745.

The County of Humboldt is an Equal Opportunity Employer and complies with Equal Employment Opportunity (EEO) requirements and guidelines. Auxiliary aids and services are available upon request to individuals with disabilities.